

SCHOOL/DISTRICT POLICIES

Carl Sandburg and Discovery Community School Policies

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Safety, courtesy and respect for others are the foundations of a positive school environment. We believe that all children can learn and practice behaviors that promote safety, courtesy and respect for others. Staff will teach these behaviors and encourage students to practice them. Students will be encouraged, reinforced and reminded as needed.

If a student chooses not to act responsibly or acts in a way that infringes on the rights of others, then disciplinary action will be taken as a consequence. Disciplinary action will be appropriate to the severity of the offense.

Initial student misconduct will be handled by the adult directly involved with the student(s). Repeated and or more serious misbehavior will result in the following consequences:

Discipline Slip 1 Consequence: Child will receive a white slip that requires disciplinary action, i.e. loss of recess, time out, going to another classroom during recess. The teacher is informed. Parents will be contacted by the school either by phone or note. The discipline slip is sent home with the student to be signed by a parent or guardian and returned to the office.

Discipline Slip 2 Consequences: Child will receive a second white slip requiring disciplinary action, i.e. loss of recess, community service, etc. The teacher will be informed. The discipline slip is sent home with the student to be signed and returned to the office.

Discipline Slip 3 Consequences: Child will receive a third white slip requiring disciplinary action. The parent will be contacted by an administrator or administrative designee regarding further disciplinary actions.

Students with special needs will be identified for all staff. This coordination of efforts will help ensure a positive school experience.

Students will start each reporting period with a clean slate.

SEVERE INAPPROPRIATE BEHAVIOR

Any severe inappropriate behavior such as:

1. **Disrespect**-extremely disruptive classroom behavior, inappropriate language, harassment, talking back or verbal abuse.
2. **Endangering** self and others.
3. **Destroying** school property; destroying other people's property will result in the student going directly to the principal or vice-principal. Parents will be contacted. These behaviors may result in the student being excluded from the class. Appropriate action will be taken to remedy the problem. Offenses may result in short-term suspension.

Illegal activity (i.e. alcohol, drug possession, use of fireworks, dangerous weapons, toy weapons, possession or smoking on the school grounds) will result in the offender going directly to the principal. The parents will be contacted. Proper authorities will be notified. Offenses may result in suspension from school.

GRIEVANCE PROCEDURES

In the event a student or parent is in disagreement with the action(s) taken by a teacher or administrator, the following Lake Washington School District procedures will be followed:

1. Schedule an informal conference with the person who administered the discipline in an attempt to resolve the issue. (Telephone number: 425-823-8670)
2. If the issue remains unresolved, contact the school principal and seek assistance at the building level. (Telephone number-425-823-8670)

3. The Regional Assistant Superintendent's office is the next course of appeal if the issue involves short-term suspension (one to five days) or other disciplinary, but not long-term suspension. (Telephone number-425-702-3223)
4. If the unresolved issue involves long-term suspension (6-90 days), emergency expulsion, or expulsion, a formal hearing may be arranged before a district hearing officer by writing and or telephoning the Hearing Officer within three days of the receipt of the suspension or expulsion letter. (Telephone number-425-702-3255; P.O. Box 97039 Redmond, WA 98073)
5. The Ombudsman Committee of the Citizens' Advisory Council is available to assist students and parents in the grievance process.

DRESS FOR SUCCESS

To help **foster an appropriate attitude** and regard for school, students are expected to display personal cleanliness, neatness and acceptable attire.

- Wearing obscene or unbecoming apparel is strictly forbidden.
- Clothing such as short-shorts, cutoff jeans, halter tops, cutoff tank tops or shirts that expose the midriff are not appropriate clothing for school.
- Since students are required to go outside for recess and take part in physical education, they need to be appropriately clothed for the weather and for active participation.
- Consistent with our **drug and alcohol** prevention program, we do not allow students to wear clothing that promotes these types of products. Students will be sent home or to the office to change into appropriate attire.
- **Shoes** must be worn at all times for health and safety reason.
- **Hats or caps** may be worn outside the building only.

DIVERSITY POLICY

Background:

A goal of Sandburg/Discovery is to provide a safe, caring and positive environment for ALL students. The full support of students, staff and parents must be guaranteed in order to achieve this mission.

We are, as a people, more alike than different. We are a school that believes in, and values, diversity. We know that a diverse school means people are different sizes, colors, cultures, religions and with different strengths and weaknesses. All children have the right to feel safe and supported in our school community.

Policy:

Unkind or insensitive words and comments can cause serious hurt. Therefore, unkind remarks in any form, especially those that contain comments about a person's looks, race, culture, beliefs, learning differences, sexual orientation, manner of dress or gender will not be tolerated. We have established a policy on diversity and kindness with which all students and staff will be expected to comply. This means "No Put-Downs."

If a student makes such a remark:

- Both the student making the remark and the student to whom the remark was made will immediately confer with a staff member.
- The student affected by the remark may be counseled to help rebuild the self-esteem damaged by the remark.
- The student/s causing the problem will be counseled to increase awareness of their behavior and its consequences. They will apologize personally or in writing.
- Parents of all students involved will be contacted, the matter discussed with them and their support sought.
- Serious and/or repeated offenses will be referred to the office and may result in suspension.

District Policy

Behavioral Expectations of Students

We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior that undermines this respect cannot be allowed. Teachers, administrators, and staff will not tolerate any behavior that materially interferes with or is detrimental to the orderly operation of school, school-sponsored activities or any other aspect of the educational process. School jurisdiction and authority include student conduct to and from school, at school, at bus stops, on busses, and at any school sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity which school authorities have reason to believe will interfere with the work of the school or impinge on the rights of other students or staff at school. Such acts, including but not limited to those listed below, shall be subject to discipline, including possible suspension and/or expulsion from school, and /or referral to law enforcement authorities.

Alcohol and Drug Policy

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs or alcohol. No one is allowed to possess, use, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school activity.

Dangerous Weapons

Possessing, using, transferring, or transporting any object that could reasonably be considered a firearm or dangerous weapon or possessing any exploding item or device that would be capable of producing bodily harm or cause damage to property or disruption of the educational process is strictly prohibited. Violation of this rule is considered serious to the safety and welfare of both the student who violates it and others in the District and such a disruption to the educational process, that emergency expulsion will always be immediately enacted. By law, we are required to notify the local law enforcement agency of a violation of this rule. Also by law, in the case of possession for a firearm, we are required to expel the student. The duration of the expulsion will be at least one school year and may be permanent.

Student Searches

Administrators may make general searches of all student lockers, desks, storage areas, or automobiles parked on campus without prior notice given to students. An individual student, his/her property, and automobiles parked on campus may be searched by school district employee if the search is reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

Drug-Scenting Dogs

The purpose behind inspections by dogs is to discourage students from bringing, keeping, and/or using drugs on school grounds. RCW 28A.600.210 states: "The legislature finds that illegal drug activity and weapons in schools threaten the safety and welfare of our school children and pose a severe threat to the state educational system. School officials need to protect students from exposure to illegal drugs, weapons, and contraband. Searches of school-issued lockers and the contents of those lockers is a reasonable and necessary tool to protect the interests of the students of the state as a whole." With this purpose in mind, administration has the authority to invite drug-scenting dogs to conduct suspicionless searches on school property.

Progressive Discipline

The school encourages Progressive Discipline to correct undesirable/unacceptable behavior, attendance, or attitude problems whenever reasonably possible. Progressive Discipline is the process used to correct student behavior problems and teach the student to function in an acceptable manner.

Progressive Discipline attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense (or accumulated offenses) has occurred. Students who violate a rule the first time face disciplinary action commensurate with the violation. Second violations will result in stronger disciplinary action. Repeated violations may result in severe disciplinary action or suspension. At each intervention step, the intention is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging him/her to accept responsibility for his/her actions.

The goal of the Progressive Discipline approach in the Lake Washington School District is to encourage the students to:

- Correct inappropriate or unacceptable behavior
- Develop better understanding of the problem and the need for behavior change
- Accept responsibility for their actions
- Make the necessary or desirable change in their behavior
- Provide and opportunity to demonstrate improvements and personal growth
- Plan for and make appropriate choices conducive to school success.

Discipline procedures range from conferencing with students, parents and/or guardians to suspension and expulsion. Definitions related to these different options include:

Discipline: Any form of corrective action taken other than suspension and expulsion.

Suspension: Denial of right of attendance for a specific amount of time; short-term suspensions are for no more than ten consecutive school days; long-term suspensions exceed ten consecutive school days; in-house suspension allows students to attend school but limited to the in-house room.

Expulsion: Denial of right of attendance for an indefinite amount of time will be used only when the nature and circumstance reasonably warrant the harshness of expulsion.

Emergency Expulsion: When the student's presence imposes an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption to the educational process, an emergency expulsion may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action.

Students who create a disruption of the educational process in violation of our building standards may be excluded from a classroom for all or any portion of the school day. Students may be excluded for longer periods if they repeatedly disrupt the learning of other students. Students who repeatedly violate school policies are a concern, and the frequency with which they violate school rules is often of equal or greater concern than individual violations. Because of this, discipline is based on the cumulative effects of these acts.

While administrators normally apply the concept of progressive discipline in working with our students to bring about changes in inappropriate/unacceptable behavior, there may be situations where progressive discipline is not appropriate and prudent. In such cases, Lake Washington School District reserves the right to immediately suspend or expel where exceptional misconduct is involved (i.e., conduct that is so frequent in nature or as serious in nature in terms of the disruptive effect upon the operation of the school as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a threat to order students at school. A suspension from school may be appealed. The student will be informed of the process at the time a suspension occurs. Parents will be notified of the suspension by mail.

Exceptional Misconduct and Discipline

Any conduct, which materially and substantially interferes with the educational process, is prohibited. However, the following infractions have been judged so serious in nature and / or so serious in terms of disruptive effect upon the operation of the school that students may be subject to an emergency expulsion and /or suspension (short term or long term) for a first time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss, and /or restitution to victims if appropriate. All of the behaviors listed below in the summary chart are specifically prohibited on school grounds, on school-sponsored transportation (including authorized school bus stops), at school events off school grounds, or off-campus if disruptive effects result at school. Law enforcement may be informed.

ITS = In house Suspension
 EE = Emergency Expulsion
 STS= Short term Suspension
 LTS = Long Term Suspension

Exceptional/Serious Misconduct and Discipline

Violation	Definition	Consequence
Arson	Lighting a fire, causing any fire to be started, setting fire to school property or falsely setting off a fire alarm.	1st Offense <ul style="list-style-type: none"> • EE/LTS, Police Report
Assault (Resulting in Bodily Harm)	Inflicting physical harm.	1st Offense <ul style="list-style-type: none"> • EE/LTS, Police Report
Disruptive Behavior	Behavior that materially or substantially interferes with or is detrimental to the orderly operation of school, school sponsored events or any other aspect of the educational process. Behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school may be subject to discipline.	1st Offense: <ul style="list-style-type: none"> • EE, STS or LT 2nd Offense: <ul style="list-style-type: none"> • EE, STS, or LTS
Drugs/Alcohol Possession or Use Paraphernalia	Possession, use, or being under the influence of drugs/alcohol on school grounds or during school sponsored events; including prescription drugs beyond a daily dose and over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	1st Offense: <ul style="list-style-type: none"> • STS EE/LTS and Assessment 2nd Offense: <ul style="list-style-type: none"> • EE/LTS

Drugs/Alcohol
 Sell
 Buy
 Transfer

Transfer or sale on school grounds or during school sponsored events. Includes illegal drugs, controlled substances, and combinations or amounts of over-the-counter drugs that could be seriously harmful, or any substance represented as such.

- 1st Offense:**
- EE/LTS

Violation	Definition	Consequence
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Firearms

Possession, threat to use or use of a firearm.

- 1st Offense:**
- EE
 - Permanent expulsion from the LWSD
 - ROA (referral to an outside agency)
 - Conference
 - Police Contact

Harassment, Intimidation, Bullying, Disrespect

Harassment (verbal, physical, visual) /Intimidation/Bullying/Disrespect : Derogatory remarks, phrases, gestures, teasing etc., which demeans the race, ethnic background, gender or individuality (e.g. character, sexual orientation, physical appearance) of a person, or inappropriate touching. Also: words, actions, or electronic communications that create a hostile environment or disrupt school operations.

- 1st Offense:**
- Conflict Mediation and/or STS, LTS, EE
- 2nd Offense:**
- IHS, STS, LTS, EE
- 3rd Offense:**
- STS, LTS, EE

Other Weapons and Explosives

Possession, threat to use or use of other dangerous weapons (or replica weapons) i.e. knives, BB guns, paintball guns, martial arts weapons, explosives, incapacitating agents, laser devices or any other item which can inflict or threaten substantial harm or which can be perceived by others as a weapon

- 1st Offense:**
- EE
 - STS to LTS
 - ROA (referral to an outside agency)
 - Conference
 - Police Contact
- 2nd Offense:**
- EE
 - LTS

Sexual Harassment

Unwelcome sexual comments, jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual or physical advances, unwanted touching, stalking, or gestures specific to an individual's gender.

- ROA (referral to an outside agency)
- Conference
- Police Contact

1st Offense:

- Conflict Mediation and/or STS, LTS, EE

2nd Offense:

- IHS, STS, LTS, EE

3rd Offense:

- STS, LTS, EE

Violation	Definition	Consequence
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Threats

To express an intent to inflict injury or cause harm, to intimidate verbally, by use of hand signs, in writing or on a computer or other electronic device. Words or actions intended to inflict mental or physical harm are not allowed.

1st Offense:

- STS, LTS and/or EE

2nd Offense:

- LTS and EE

Other Forms of Misconduct and Discipline

Violation	Definition	Consequence
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Academic Dishonesty

Any student who knowingly submits work of others represented as his/her own shall be considered to have engaged in academic dishonesty. Academic dishonesty also includes the aiding and abetting of academic dishonesty of others.

1st Offense

- Loss of credit
- Parent contact

2nd Offense

- Loss of credit for semester
- STS/LTS

Alteration of Records

A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.

1st Offense

- EE/STS/LTS
- Parent Contact
- Police Contact

Assault

A student shall not perform physical, written or verbal violence toward another person causing fear or harm.

1st Offense

- EE//STS/LTS, Police Contact
- 2nd Offense**

Dress Code	<p>Stu Student dress shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's dress or appearance; damage to school property shall not result from the student's dress; the student's dress or appearance shall not create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activity or activity that violates school regulations.</p>	<ul style="list-style-type: none"> • EE/LTS, Police Report 1st Offense: • Change clothes • Parent contact • EE/STS/LTS 2nd Offense: • EE/STS/LTS
Extortion/ Blackmail & Coercion	<p>A student shall not extort or attempt to extort any item, information or money.</p>	<ul style="list-style-type: none"> 1st Offense: • EE/STS/LTS and Assessment 2nd Offense: • EE/LTS
Fighting	<p>A student shall not engage in physical altercation with one or more other persons.</p>	<ul style="list-style-type: none"> 1st Offense: • EE/STS/LTS 2nd Offense: • EE/LTS
Forgery	<p>A student shall not engage in copying, plagiarizing, falsifying materials/signatures and/or other information</p>	<ul style="list-style-type: none"> 1st Offense • IHS • Parent contact • EE/STS/LTS 2nd Offense • EE/STS/LTS
Gambling	<p>A student shall not engage in acts which involve the exchange of money or other items through games of chance or encouraging other students to gamble</p>	<ul style="list-style-type: none"> 1st Offense • EE/STS/ Community Service 2nd Offense • EE/LTS
Hazing	<p>A student shall not participate in or fail to report known activity that demeans, abuses, or violates members or potential members of a team or club individuals.</p>	<ul style="list-style-type: none"> 1st Offense • EE/STS/LTS 2nd Offense • EE/STS/LTS
Illegal Acts	<p>A student shall not engage in the commission of any illegal or criminal act.</p>	<ul style="list-style-type: none"> 1st Offense • EE/LTS

Multiple/Accumulated Offenses Theft

A student may be disciplined for the commission of multiple or accumulated offenses.
A student shall not steal, be involved in stealing, possess without permission, and/or sell with knowledge of or reason to know stolen property.

- **1st Offense**
STS/LTS
- **1st Offense:**
 - EE/STS/LTS
 - Restitution
 - Police Contact

Tobacco

A student shall not possess, use, or distribute any tobacco product.

- **2nd Offense:**
 - EE/LTS
 - Restitution
 - Police Contact
- **1st Offense**
 - STS
 - Diversion

Trespass/Loitering/Unauthorized Entrance Vulgar or Lewd Conduct

A student shall not enter or be present on school property without permission.

Any lewd, indecent, vulgar, profane or obscene act or expression is prohibited.

- **2nd Offense**
 - STS
- **1st Offense:**
 - EE/STS/LTS
- **2nd Offense:**
 - EE/LTS
- **1st Offense**
 - EE/STS/LTS

Willful Disobedience

Failure to follow reasonable requests and directions of school staff.

- **2nd Offense**
 - EE/LTS
- **1st Offense**
 - STS
- **2nd Offense**
 - LTS