

XYZ SCHOOL DISTRICT  
STUDENT DISCIPLINE MODEL POLICY  
*(including Safe School Policy)*

**I. Purpose**

The purpose of the policy is to foster a safe, positive environment for learning by teaching the practice of self-discipline, citizenship skills, and social skills.

**II. Teaching self-discipline, citizenship and social skills**

In every area of education if students lack skills we teach them. We believe the same should be true for student behavior, including self-discipline, citizenship skills, and social skills. In XYZ school district we will provide supports to students and the community at large by expressly teaching students these skills.

- A. At the school district and school building level, plans and policies shall be developed for classroom and student management which will include:
  - 1. Written standards for student behavior expectations, including school and classroom management
  - 2. Effective instructional practices for teaching student expectations, including self-discipline, citizenship, civic skills, and social skills
  - 3. Systematic methods for reinforcement of expected behaviors
  - 4. Uniform methods for correction of student behaviors
  - 5. Uniform methods for at least annual school-level data-base evaluations of efficiency and effectiveness
- B. On-going staff development shall be provided for all staff regarding:
  - 1. Effective instructional practices for teaching and reinforcing behavior expectations
  - 2. Effective intervention strategies
  - 3. Effective strategies for evaluation of the efficiency and effectiveness of interventions
- C. School district and school building personnel shall determine the range of student behaviors and establish a continuum of administrative procedures that may be used by school personnel to address student behavior, including:
  - 1. Classroom level strategies
  - 2. Building level strategies
  - 3. District level strategies

**III. Range of Behaviors and Continuum of Procedures**

School building personnel shall determine by consensus student behavior infractions that should be dealt with at the classroom level, building level, and district level

- A. Minor infractions are defined as infraction of school rules that are usually handled by teachers in the classroom. Chronic or excessive minor infractions can become major infractions and result in office discipline referral to school administration. Minor infractions can result in a loss of privileges, phone calls home, and in-school suspension. The following are minor infractions:
  - 1. Dress code violations
  - 2. Disrespect, including put downs, talking back, and defiance
  - 3. Public displays of affection
  - 4. Inappropriate language and actions

5. Tardies
  6. Disruptive behavior including talk-outs, chronic talking, and out of seat
  7. Horseplay
  8. Chewing gum
  9. Bus misconduct
  10. Noncompliance
- B. Major infractions are defined as severe infractions of school and district rules that result in immediate office discipline referrals to school administration and usually lead to out of school suspension. Major infractions include:
1. Safe school violations, including assault, threats to kill/harm, discrimination
  2. Drug, alcohol, and tobacco violations
  3. Physical aggression including fighting and throwing objects at a person
  4. Any criminal action occurring at school such as vandalism, fire setting, possession or use of combustibles, forgery, and theft
  5. Chronic or excessive abusive language, truancy, tardies, or non-compliance
  6. Bullying and harassment
- C. The following school personnel shall be authorized to issue notices of disruptive behavior. These personnel shall provide documentation of habitually disruptive student behavior prior to court referral.
1. Building administrators
  2. School resource officers

#### IV. Training

Individual schools will provide training and strategies for students and staff in the following:

- Overt aggression
- Relational aggression
- Cyber bullying
- Intervention skills
- Social skills
- Adult supervision of students
- Provide for student assessment of the prevalence of bullying in school

#### V. Prohibited Conduct and Related Discipline

Prohibited conduct is forbidden at school, on school property, including school vehicles, and at any school activity. A serious violation that threatens or harms a school, school property, a person connected with school, or property associated with a person connected with school is forbidden regardless of where it occurs.

- A. A student **WILL** be removed from school **for at least 1 year** for a serious violation involving the following:
1. A real weapon or
  2. Explosive or flammable material or
  3. Actual or threatened use of a look alike weapon with intent to intimidate or cause disruption.

Exceptions may be made on a case by case basis through the Superintendent's office.

- B. A student **WILL** be removed from school for the following:

1. Possession, control, actual or threatened use of a real weapon, explosive, noxious, or flammable material;
  2. Actual or threatened use of a look alike weapon with intent to intimidate or cause disruption;
  3. The sale, control or distribution of a drug, controlled substance, imitation controlled substance, or drug paraphernalia;
  4. Using or threatening to use serious force;
  5. The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor; or
  6. A serious violation of Section II.C affecting a student or staff member.
- C. A student **MAY** be removed from school for the following:
1. Willful disobedience or violating a school or district rule;
  2. Defying authority;
  3. Disruptive behavior;
  4. Foul, profane, vulgar, or abusive language;
  5. Defacing or destroying school property;
  6. Truancy;
  7. Theft;
  8. Posing a significant threat to the welfare, safety or morals of a student, school personnel, or the operation of the school;
  9. Fighting;
  10. Bullying (including, but not limited to, behavior intended to cause harm or distress in a relationship with an imbalance of power, especially if repeated over time);
  11. Possessing, using, controlling, or being under the influence of alcohol, a drug, an imitation drug, drug paraphernalia, or misusing any substance;
  12. Possessing or using tobacco;
  13. Hazing, demeaning, or assaulting someone, or forcing someone to ingest a substance;
  14. Inappropriate exposure of body parts;
  15. Sexual or other harassment; or
  16. Gang-related attire or activity.

The decision to remove or to discipline in some other way is made by the site administrator based on all the circumstances.

- D. The type and length of discipline is based on factors such as previous violations, severity of conduct, and other relevant educational concerns.
- E. When appropriate, students will be placed on remedial discipline plans.
- F. School personnel may use reasonable physical restraint, if necessary, to protect a person or property from physical injury or to remove a violent or disruptive student.
- G. If damage or loss of school property occurs, official report cards, diploma, and transcripts may be withheld until payment for the damage is received or the lost property is recovered.

## **VI. Habitual Disruptive Behavior**

### **A. Definitions**

**Qualifying minor** means a school-age minor who is at least 9 years old or turns 9 years old at any time during the school year.

**Disruptive behavior** means behavior outlined in Sections IV. .A, B and C above.

**B. Notice of Disruptive Student Behavior**

1. A Notice of Disruptive Student Behavior may only be issued to a qualifying minor.
2. A Notice of Disruptive Student Behavior may only be issued by a school administrator or a designee.
3. A Notice of Disruptive Student Behavior shall be issued when the student has:
  - a. engaged in disruptive behavior (that does not result in suspension or expulsion) 3 times during the school year; or
  - b. engaged in disruptive behavior that results in suspension or expulsion once during the school year.
4. A Notice of Disruptive Behavior requires that the student and parent meet with school authorities to discuss the disruptive behavior.
5. The student and/or parent may contest a Notice of Disruptive Student Behavior in the following manner:
  - a. If the notice is written by an assistant administrator or other designee, the appeal is made to the principal;
  - b. If the notice is written by the principal, the appeal is made to the district coordinator assigned to that school.
6. A school representative shall provide to the student's parent a list of resources available to assist the parent in resolving the student's disruptive behavior problem.
7. The school shall establish procedures for a school counselor or other designated school representative to work with a student in order to attempt to resolve the student's behavior problem before the student becomes subject to the jurisdiction of the Juvenile Court.

**C. Habitual Disruptive Student Behavior Citation**

1. The Habitual Disruptive Student Behavior Citation may only be issued to a student who has received a Notice of Disruptive Student Behavior and:
  - a. engages in disruptive behavior (that does not result in suspension or expulsion) at least 6 times during the school year;
  - b. engages in disruptive behavior that does not result in suspension or expulsion at least 3 times during the school year and engages in disruptive behavior that results in suspension or expulsion, at least once during the school year; or
  - c. engages in disruptive behavior that results in suspension or expulsion, at least twice during the school year.
2. A Habitual Disruptive Student Behavior Citation may only be issued by a District Coordinator.
3. The citation shall be mailed by certified mail to, or served on, the parent of the student.
4. A student to whom a Habitual Disruptive Student Behavior Citation is issued shall be referred to the Juvenile Court.
5. Within five days after the citation is issued, a representative of the school district shall provide documentation to the parent and the court of the

efforts made by a school counselor or representative.

6. The District Coordinator will cooperate with the Juvenile Court in providing other information as needed, including but not limited to attendance, grades, and behavioral reports.

#### **VI. Searches**

- A. School personnel may search students, lockers, personal property, and vehicles parked on school property based on reasonable suspicion.
- B. School personnel may also conduct random searches that might include all lockers and other school property.

#### **VII. Suspension and Expulsion Defined**

- A. Suspension is disciplinary removal from school with an offer of educational services.
- B. Expulsion is a disciplinary removal from school by the School Board for more than 10 school days without an offer of alternative educational service.

#### **VIII. Readmission and Admission**

- A. If a student is removed from school under II.A, readmission depends upon satisfactory evidence that the student will not be a danger to self, others, or school property.
- B. If a student is removed from school under II.B or C, the student may be readmitted after the parent/guardian meets with school officials to make a plan to correct the behavior(s) and after the student completes both the days of suspension and any conditions imposed.
- C. The district may deny admission to a student who has been expelled from any school in the last twelve months.

#### **IX. Due Process**

- A. If a student is removed from school or otherwise disciplined under this policy, the student has the right to meet with the site administrator to tell his/her side of the story.
- B. If the site administrator recommends removal for more than 10 school days, a Weber District Student Services Coordinator will hear the case at the school with the student, the parent or guardian, the site administrator, and others as necessary. This hearing will be held within 10 school days of removal from school.
- C. If a student is removed from school for more than 10 school days, an appeal of the decision may be made in writing to Weber District Student Services within 10 school days of the decision. The parent or guardian is responsible to plan and to pay for any educational services not provided by the district during the suspension.

#### **X. Students with Disabilities**

If a student has a qualified disability, the site administrator will explain the separate procedures that may apply based on the procedural safeguards under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.