

ADMINISTRATIVE PROCEDURE

NO. 3200P



**Northshore
School District**

2018-2019 STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK (R&R)

Together, students, parents¹, teachers, staff and administrators share the responsibility in creating and sustaining an environment that enhances student achievement and well-being in the Northshore School District. The Student Rights and Responsibilities (R&R) Handbook addresses:

- The rights and responsibilities of students
- Conduct which may require corrective action
- Responsibilities of administrators and teachers to implement corrective action, which includes behavioral supports and interventions that promote safety and support student success
- Administrative responsibilities for due process

Please read these Rights and Responsibilities and develop a thorough understanding of the details. By following the Rights and Responsibilities, you can help our school district become a safer and more supportive environment for the students and staff.

NSD Board Policies are available for review online at esbpublic.nsd.org. Copies of this handbook are available at the Northshore School District Administrative Office, school offices and online at: <http://docs.nsd.org/studentsrvcs/publicdocs/forms/RightsAndResponsibilitiesHandbook.pdf>.

¹ “Parents” as used throughout this document refers to parents and/or legal guardians

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SECTION A: PURPOSE

1. WHAT ARE THE RIGHTS AND RESPONSIBILITIES AND WHY ARE THEY NEEDED?

Northshore School District is committed to partnering with students to provide an environment that is safe, supportive and conducive to learning. To help promote and maintain that environment, the R&R:

- Specify the rights and responsibilities of students;
- Provide guidance and instruction to help students resolve discipline problems in a manner that supports their development;
- Strive to ensure consistent application of corrective actions so that students from school to school will receive similar actions for similar violations;
- Assure the rights of students when corrective action is taken;
- Describe conduct, which violates those rights and responsibilities.
- When behavior, in or outside of school, has a direct impact on the educational process.

Corrective action must be non-discriminatory, fair, age-appropriate and correspond to the severity of the student's misbehavior and discipline history. When considering responses to violations, the District strives to keep students in the classroom whenever possible. If corrective actions are imposed, students will receive due process that includes an opportunity to grieve or appeal the action. Corrective action must be paired with meaningful instruction and supportive guidance (e.g. constructive feedback and re-teaching) so students are offered an opportunity to learn from their behavior and, where possible, offered an opportunity to continue to participate in the school community.

2. WHEN DO THESE RIGHTS AND RESPONSIBILITIES APPLY?

- On all campuses of the district at all times
- While on the school bus or other District-sanctioned transportation
- At times and places where the principal or other school official or employee is supervising students
- During school or District-related events including field trips, athletic functions and other related activities
- When students are going to and from school
- When behavior, in or outside of school, has a direct impact on the education process

Additionally, the administration is authorized to take corrective action when a student's misconduct away from school has a direct effect on the general welfare of the school. This may include, but is not limited to, circumstances where misconduct affects other students or school staff; is directly connected to prior violations at school; carries over from conduct at school or threatens to produce further violations at school.

Students who believe they have experienced discrimination, harassment, intimidation, hazing or bullying, may file a complaint directly with any school staff member or through safeschools.net*. Complaints can be filed anonymously. Complaint forms can be found at every school office or online at www.new.nsd.org/Page/6083.

****online - <http://1414.alert1.us>; email - 1414@alert1.us ;
phone or text to 855-521-2665***

SECTION B: STUDENT RIGHTS AND RESPONSIBILITIES

NSD believes that educating a student is a collaborative effort with the student and parent. To support this collaboration, we recognize that each party has rights and responsibilities. **The following identification of these rights and responsibilities is a general list to provide guidelines and is not intended to be comprehensive or all-inclusive.**

1. STUDENTS HAVE A RIGHT TO:

- a. Learn in a safe and positive climate – one that is unbiased, nonjudgmental, and free from prejudice, discrimination and verbal or physical threats and abuse.
- b. Receive high quality instruction that is comprehensible and appropriate to their level of academic development.
- c. Be expected to achieve at high levels.
- d. Be taught in ways that are responsive to students' individual needs and racial, ethnic, linguistic and cultural backgrounds.
- e. Receive appropriate accommodations to meet individual needs, consistent with state and federal law.
- f. Express their ideas and perspectives on issues and topics relevant to their education, including school policies and procedures.
- g. Be treated with respect, as unique individuals with differing needs and learning styles and in a manner, that encourages personal and academic growth.
- h. Be treated in a fair and equitable manner by all staff.
- i. Privacy.
- j. Due process of law.
- k. Have school rules that are enforced in a consistent, fair and reasonable manner.
- l. Be free to request an interpreter or translator at any step of the disciplinary process.
- m. Be free from harassment, intimidation and bullying, including discriminatory and sexual harassment and violence in the form of hazing and intimidation.
- n. Receive fair, equitable, non-discriminatory corrective actions that are aligned with the R&R.
- o. Have teachers and administrators who will follow all District policies related to known allegations of discrimination, harassment, hazing, bullying, and incidents that require mandatory reporting. Such known allegations/incidents must be reported to site administration immediately.
- p. Full access to opportunities within the educational environment without experiencing discrimination on the basis of age, sex, marital status, genetic information, sexual orientation including gender expression or identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.
- q. Access to non-instructional interpretation services when communicating with the school, and in some cases, to translated copies of certain school forms and documents.
- r. Receive a copy of this handbook (R&R).
- s. Have access to their education records, consistent with applicable law.
- t. Administrators who will:
 - model appropriate behavior and expect appropriate behavior from students and teachers
 - hold students and teachers accountable for student learning
 - expect parents to be collaborative partners regarding student achievement
 - make decisions regarding removing students and/or staff for safety reasons
 - discipline students in accordance with the R&R
 - consistently and accurately report the violation and discipline consequences for students into the student recordkeeping system

2. STUDENTS HAVE A RESPONSIBILITY TO:

- a. Attend school daily according to the District's adopted calendar, arrive on time, bring appropriate materials, and be prepared to participate in class and complete assignments.
- b. Strive for academic growth and for their personal best.
- c. Participate fully in the classroom, curriculum and learning process during the entire class period.
- d. Make positive contributions to an environment that allows fellow students to have equal access to educational opportunities.
- e. Make positive contributions to an environment that allows fellow students to be free from discrimination, harassment, hazing and bullying.
- f. Make up work resulting from an absence.
- g. Respect the rights, feelings, and property of fellow students, parents, school staff, visitors, guests, and school neighbors.
- h. Conduct themselves in an appropriate and respectful manner while on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom, so as not to interfere with the right of other students to learn.
- i. Contribute to a safe and orderly environment that is conducive to learning.
- j. Display behavior that does not compromise the safety of other students and/or staff.
- k. Follow the code of conduct adopted by the school and District.
- l. Protect and take care of the school district's property.
- m. Abide by the District's policies and procedures.
- n. Assist the school staff in running a safe school and help maintain the safety and cleanliness of the school environment.
- o. Read and ask questions to understand the information in the Student Rights and Responsibilities Handbook (R&R).

3. STUDENT AND ATHLETIC LEADERSHIP CODE:

The opportunity to participate in the athletic program or as an elected or appointed school leader in the Northshore School District is a privilege available to all students. Because of the public nature of athletic and activities programs sponsored by the district, students choosing to participate are expected to conduct themselves at all times during their season of participation and between consecutive seasons in a manner that will reflect the high standards and ideals of their school and community. These high personal standards for conduct promote maximum achievement, safe performances, commitment to excellence in health and conditioning, and fulfill responsibilities as student leaders by setting a positive example for other students.

The expectations for being a participant in a school's athletic or activities program, including specific eligibility requirements, training rules, activities expectations and team rules shall be communicated to team/group members at the beginning of the season of participation. All program expectations and team rules shall be in writing.

If students are earning credits from a school that is not one of the District's Secondary Schools or a district alternative program, they are expected to attend all athletic individual and team practices as scheduled by the respective coaching staff. Athletic practices and competitions take precedent over conflicts with non-Northshore credit providers. Sport specific attendance policies will be followed if practices or contests are missed.

On game day, student athletes participating in the competitive sports season must attend, at least, one half of the classes assigned to them, in order to be eligible to compete in the evening's event.

It is the highest priority that student athletes meet specific academic benchmarks toward high school graduation in order to continue competing. Student athletes who are credit deficient must confer with their counselor to develop an academic plan to retrieve credits and demonstrate ongoing evidence of meeting the plan. Students must meet the standards for interscholastic eligibility as outlined in Article 18 of the Washington Interscholastic Athletic Association handbook, the KINGCO League and the Northshore School District and specific expectations of their individual school. Additionally, students

will be required to earn a minimum 2.0 GPA for the previous semester in order to achieve interscholastic eligibility, (this applies to athletes only). Copies of these rules and regulations may be obtained from the school Athletic or Activities Director upon request.

Any student who is involved as an athlete or as an appointed or elected school leader who willfully performs any act that substantially interferes with or is detrimental to the orderly operation of the District's athletic or activities programs shall be subject to discipline.

As participants in athletic or activities programs, students are faced with choices. If a student's choices interfere, impede, hinder their personal or group/team performance or render the individual as unfit to serve as a representative(s) of the district's schools, they forfeit the privilege to participate.

a. Conduct Rules

- 1) Athletes and/or student leaders will receive disciplinary consequences for failure to demonstrate courtesy, fairness and respect for other participants, spectators, advisors, coaches, staff members and supervisors; unsportsmanlike conduct; profanity, obscene gestures, hazing, lack of attendance; and/or damage, vandalism to school property, uniform and equipment, another school's and/or district's property. Athletes and/or student leaders are held to all rules of conduct as listed and described in the Rights & Responsibilities Handbook Concerning Student Conduct and will receive disciplinary consequences for failure to follow reasonable requests, academic dishonesty violations, bullying, misuse of technology and/or behaviors deemed unacceptable by Northshore School District and/or the community.
- 2) Failure to Follow Building and/or Team Rules:

Each sport/leadership/activity position will have individual team/group rules established by the head coach/advisor. The head coach/advisor shall inform the school Athletic Director/Activity Director and the student's parent(s) or guardian(s) of these specific team and/or leadership rules. When students fail to follow these rules, disciplinary consequences for their actions shall be applied.

b. General Rules

- 1) Misconduct by participants in the athletic/activity program at any time, on or off campus, school related and/or non-school activities during the season of participation and between consecutive seasons of participation constitutes denial of participation. Seasons begin with the first turnout, election or appointment to a position and conclude with the season ending recognition/awards program in the individual sport or activity.
- 2) Student Athletic and Leadership Code violations are accumulative during grades six through eighth.

c. Student Agreement

- 1) Any student who is involved as an athlete or as an elected or appointed school leader must adhere to the rules outlined in this code and sign the agreement pledging to do so.
- 2) Consequences for violations of the Student Athletic & Leadership Code will include any or all:
 - Probation is a period of time in which a student may be given time to correct deficiencies that could result in denial of participation for a given period of time or removal from the activities/group participation. (Probation does not pertain to athletes.)
 - Denial of participation means that the student is allowed to practice but not compete or perform in games or any leadership activities.
 - Loss of eligibility, which may carry over to subsequent sports/activities seasons, means the student will not practice in uniform, or participate in interscholastic competition or leadership activities/groups. Per Northshore School District disciplinary code, a student on suspension from school is not eligible for any form

of participation or attendance at any school activities or athletic events.

- 3) Student athletes and school leaders are held to all general rules of conduct as stated previously in the Rights & Responsibilities Handbook Concerning Student Conduct. Behaviors resulting in disciplinary action and/or loss of eligibility include but are not limited to acts of planning, organizing or communicating an activity defined as exceptional misconduct or the act of influencing others to engage in exceptional misconduct whether carried out or not.
- d. A student athlete or school leader who forges grade checks to become eligible to participate but is determined prior to competition in their sport or activity shall be subject to the following penalty:
- 1) 1st Violation - A participant shall be immediately ineligible for interscholastic competition for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate. A participant in a leadership/activity role will be placed on probation or suspended from participation of leadership activities for no less than the remainder of the semester or up to fifty (50) school days; whichever is longer.
 - 2) 2nd Violation - A participant, who again violates rule d above, shall be ineligible for interscholastic competition/activity for a period of one (1) calendar year from the date of the second violation.
 - 3) 3rd Violation - A participant, who violates for a third-time rule d above, shall be permanently ineligible for interscholastic competition/activity. A student athlete, parent, guardian or school leader who provides false information or documents to become eligible to participate and does participate shall be declared athletically ineligible for a period of one year. The one (1) calendar year penalty begins the day the determination is made that false information was provided subject to penalties outlined in WIAA Regulations 28.4.0.
- e. A student athlete, parent, guardian or school leader who provides false information or documents to become eligible to participate and does participate shall be declared athletically ineligible for a period of one year. The one (1) calendar year penalty begins the day the determination is made that false information was provided subject to penalties outlined in WIAA Regulations 28.4.0.

f. Use and/or Possession of Alcohol, Marijuana and Illegal Controlled Substances:

Possession, use, under the influence, purchase/sale agreement or intent to sell (whether completed or not), transport, distribution and/or delivery of alcohol, marijuana, controlled substances (e.g. narcotics or inhalants) and/or prescription drugs in a manner inconsistent with the prescribing order or look-a-like, drug paraphernalia or substance carrying devices (including but not limited to; vapor, hookah and e-cigarettes) is prohibited. This rule is applicable 24/7 for in-season athletes and student leaders. If a student athlete or leader finds him or herself in the presence of alcohol, marijuana and/or an illegal controlled substance the student shall take immediate action to remove him or herself from the situation. The presence of alcohol, marijuana and/or an illegal controlled substance is defined as: being at a party or gathering where alcohol, marijuana and/or an illegal controlled substance is being consumed by those under the age of 21.

- g. Any student athlete/student leader possessing, selling/distributing, consuming and/or using any of legend drugs and controlled substances/alcohol, marijuana or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances/alcohol, marijuana (RCW 69.50) shall be subject to disciplinary actions. SEE WIAA REGULATION 18.26.0.

A participant who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances, alcohol, marijuana and controlled substance analogs (RCW 69.50.101 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete or student leader from subsequent compliance with this regulation. However successful utilization of such an opportunity

or compliance with athletic/leadership code by the student may allow him/her to have eligibility reinstated. Should the student or parent/guardian feel aggrieved by the imposition of discipline through the Athletic/Leadership Code, the student and/or parent(s)/guardian(s) would follow the right of review process.

Students in violations of the athletic/leadership code shall be subjected to the following disciplinary actions:

- 1) 1st violation - A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate. A participant in a leadership/activity role will be placed on probation or suspended from participation of leadership activities for no less than the remainder of the semester or up to fifty (50) school days; whichever is greater. Eligibility can only be reinstated through the right of review process.
- 2) 2nd Violation - A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation. A participant in a leadership/activity role is ineligible to participate in current program for a period of one (1) calendar year.
- 3) 3rd Violation - A participant who violates for a third-time RCW 69.41.020 - 69.41.050 or RCW 69.50 shall be permanently ineligible for interscholastic competition. A participant in a leadership/activity role shall be permanently ineligible to participate.

h. Use and/or Possession Vapes/Substance Delivering Devices

- 1) See page 27 for discipline action

i. Procedural due process for Athletic Leadership Right of Review

- 1) Consequences assigned from the Student Athletic/Leadership Code are a form of discipline. Athletic/Leadership disciplinary actions are subject to review through an informal grievance process. Requests to review consequences specifically impacting eligibility for current and/or future seasons would adhere to the following process:
 - a. Any student, parent(s) or guardian(s) who is aggrieved by the imposition of Athletic/Leadership Code corrective action shall have the right to an informal conference with the school principal or his/her designee for the purpose of resolving the grievance.
 - b. A request to review a disciplinary action must be submitted in writing to the school principal or his/her designee within two (2) school business days after notification of the corrective action. After that time, the right to any review is waived.
 - c. During such conference, the student, parent(s) or guardian(s) shall be subject to questioning by the school principal or his/her designee and shall be entitled to question school personnel involved in the matter being grieved. The review of the grievance will be conducted within two (2) school business days of receipt of a written request to have the action reviewed. The application of the assigned corrective action shall continue notwithstanding the grievance process; the student cannot participate until the grievance is resolved. The decision of the principal or his/her designee will be conveyed to the student, parent(s) or guardian(s) within two (2) school business days of concluding the conference. The outcome may result in a decision to sustain, modify or rescind the corrective action in cases of extenuating or exceptional circumstances.

- 2) Subsequent to the review with the building principal, the student, parent(s) or guardian(s),

upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the District Hearings Officer. During the hearing the student and parent(s)/guardian(s) shall be subject to questioning by the District Hearings Officer. The decision of the District Hearings Officer to sustain, modify or rescind the corrective action will be conveyed to the student, parent(s) or guardian(s) within three (3) school business days of concluding the hearing. The District's hearing officer shall have the final authority as to the student's participation in the interscholastic sports program or the student leader's participation.

4. PARENTS AND GUARDIANS HAVE A RIGHT TO:

- a. Receive official reports of the student's academic progress, attendance and behavior.
- b. Request and be granted conferences with teachers, counselors and/or the principal.
- c. Receive explanations from school staff about their students' grades and procedures
- d. Receive explanations from administrative staff regarding corrective action.
- e. Access and review school records pertaining to their student.
- f. Have access to a copy of this handbook (R&R).
- g. Receive immediate notification any time a student receives in-school suspension or is sent home for any safety and/or disciplinary reason (including suspensions).
- h. Request an interpreter or translator at any step of the disciplinary process.
- i. Grieve all corrective actions related to their student.
- j. Non-instructional interpretation services when communicating with the school and translated copies of certain school forms and documents.
- k. Direct their student's education, upbringing and moral or religious training.
- l. Make health care decisions for the minor child, consistent with applicable law. (RCW26.28.010)
- m. Express appropriately their ideas and perspectives on issues and topics relevant to their students' education, including school policies and procedures.
- n. Be treated in a manner that is respectful of and responsive to their cultural heritage.

5. PARENTS AND GUARDIANS HAVE A RESPONSIBILITY TO:

- a. Communicate and collaborate with teachers to support student achievement.
- b. Attempt to participate and be active at their student's school.
- c. Be partners with school staff by sharing appropriate ideas for improving student learning and by helping to prevent and/or resolve student conduct problems.
- d. Provide supervision of the student's health and physical and emotional well-being and assume responsibility for the student's timely regular attendance.
- e. Promptly excuse student absences or tardiness within 48 hours.
- f. Ensure student compliance with school and district policies and regulations.
- g. Read and asks questions to understand the information in the R&R.
- h. Reinforce the importance of students' adherence to values and behaviors described in the R&R.

SECTION C: GENERAL INFORMATION

1. EQUAL EDUCATIONAL OPPORTUNITIES AND DISCRIMINATION (POLICY 3210) Northshore School District prohibits discrimination on the basis of age, sex, marital status, genetic information, sexual orientation including gender expression or identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, in all its employment procedures, training, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged unlawful discrimination: Director of Human Resources (Title IX, ADA, and Civil Rights Compliance), Director of Student Services (Section 504), 3330 Monte Villa Parkway, Bothell, WA 98021, (425) 408-6000.

2. SCHOOL RESOURCE OFFICERS AND OTHER LAW ENFORCEMENT PERSONNEL
School Resource Officers and other law enforcement personnel shall not be involved in low-level student discipline. "Involvement" of law enforcement means that law enforcement personnel will not participate in the corrective action decision(s) that occur after an incident. This in no way prohibits law enforcement involvement during or immediately after an incident to protect student, staff or visitor safety.

3. STUDENT ATTENDANCE (POLICY 3122)
Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Valid excuses for absences are outlined in Policy 3122. A Parent/Guardian should notify the school prior to the absence/tardy with a call, note or email that his/her child is unable to attend or will be late to school. The call, note, or email must address the date/time and reason for the absence. RCW 28A.225.010 Excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student's educational progress, unless the student is physically or mentally unable to attend school and the parent has provided documentation of the student's inability to attend.

4. BULLYING, INTIMIDATION AND HARASSMENT (POLICY 3207)
The Northshore School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, bullied or cyber bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Harassment because of a student's race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics is prohibited. Incidents of bullying, intimidation, or harassment may be reported orally or in writing to any staff member. Any staff member will be able to provide a copy of the district policy, procedure, reporting form and contact information for the district's compliance officer. This information can also be located on the district's web page at: <https://www1.nsd.org/resources/support/harassment-intimidation-and-bullying>

Harassment, intimidation, bullying, or cyberbullying" means any intentionally written message or image - including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school

5. SCHOOL DRESS CODE

- a. Students shall wear appropriate attire while on school district property. Appropriate attire shall exclude any type of dress, apparel, or manner of grooming which school officials reasonably believe would disrupt or interfere with the school environment, activities and/or educational process. School officials will work with students, parents and teachers in communicating ongoing changes in apparel considered disruptive to the educational process.
 - 1) A material and substantial disruption of the educational process may be found to exist when a student's dress includes: showing or display of undergarments; clothing that has inadequate coverage of breasts, midriff, buttocks or groin areas; or display of obscene, sexual, tobacco, drug, alcohol or marijuana related messages.
 - 2) Any clothing that would create, in fact, an atmosphere in which a student, staff member or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
- b. A material disruption to the educational process may be found to exist if students wear, carry or display gang-related apparel that intimidates, causes harassment or affects attendance of another student. Examples of gang-related apparel may include, but are not limited to, bandannas and hats altered in appearance by the owner. Any combination of clothing reasonably determined to be gang-related or clothing which law enforcement agencies currently consider gang-related is prohibited.

6. BUS RULES

Bus rules shall be posted at the front of each school bus and be distributed and reviewed by students at least annually at the beginning of the school year. Students will be respectful, responsible and inclusive by following directions of adults, taking their turn to get on/off the bus, being polite, walking and moving carefully, using the sidewalks, waiting behind the yellow safety line on the curb and being aware of other's needs, space and belongings. **Remember if you see something, say something.** Cell phones may be used to listen to audio content as long as ear buds are used, and phone is securely put away.

7. STUDENT USE OF CELL PHONES AND ELECTRONIC DEVICES

Students, using cell phones and other electronic devices during the school day, may have the electronic device confiscated and be subject to disciplinary action.

If the student is involved in an administration interview or investigation, to maintain integrity throughout the process, a student may be asked to give up their cell phone to an office staff member or the investigating administrator. It will be returned to the student at the conclusion of the interview/investigation.

Reasonable efforts will be taken to secure property that has been confiscated (i.e. lock the item in a drawer, take the item to the office to be secured in a locked area, etc.); **however, neither the District nor staff is responsible for loss, damage or theft of any electronic device even if loss, damage or theft results from the device being confiscated.**

8. TECHNOLOGY (POLICY 2022 AND PROCEDURE 2022P)

The purpose of the Northshore School District Responsible Use Procedures is to provide the rules, guidelines, personal safety recommendations and the code of conduct in the Northshore School District for the use of technology, the district network and other connected networks including the internet. The Rights & Responsibilities Handbook Concerning Student Conduct prohibits the misuse or inappropriate use of technology (including Web sites and e-mail) that interferes with or disrupts the educational process. The inappropriate use of electronic communication, whether initiated at school or not, that violates district policies against harassment, discrimination, intimidation and bullying is not permitted. It is a violation of student codes of conduct to invade the privacy of or to misrepresent someone through electronic communications. The Northshore School District takes these violations seriously and those who are found to have committed such violations will face harsh disciplinary actions.

This Responsible Use Procedure (RUP) applies to staff, students and guests who utilize:

- District-owned technology on the NSD network, on non-school network and offline
- Non-district technology, including privately owned technology that is connected to the NSD network or using non-district networks while on school property.
- Refer to Policy 2022P for detailed information

9. HAZING

- a. Hazing is any intentional, knowing or reckless act when: (1) the act was committed in connection with an initiation into, an affiliation with, or a maintenance of membership in any organization that is affiliated with the school and (2) the act involves a substantial risk of potential physical injury, mental harm, or personal degradation.
- b. Hazing activities may include but are not limited to the following:
 - Use of alcohol/drugs during new member activities;
 - Striking another person whether by use of any object or one's body;
 - Creation of excessive fatigue;
 - Physical and/or psychological shock;
 - Morally degrading or humiliating games or activities that create a risk of bodily, emotional or mental harm.

10. SEXUAL HARASSMENT (Policy 5013)

The Northshore School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical contact or communication of a sexual nature when:

- a. submission to such conduct or communication is made either explicitly or implicitly as a term or condition of an individual's employment or education,
- b. submission to or rejection of such conduct or communication by an individual is used as the basis for decisions affecting that individual's employment or education;
- c. such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work or school performance, or creating an intimidating, hostile, or offensive employment or educational environment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else, including volunteers and parents, who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate. Informal complaints of sexual harassment may be made to any staff member and formal complaints may be made to the Director of Human Resources, 3330 Monte Villa Parkway, Bothell, WA 98021, (425) 408-6000.

11.VIOLENCE FREE ENVIRONMENT (POLICY 4316)

The board is committed to maintaining a school and work environment that is free from acts and/or threats of violence. In order to fully realize the benefit from the education and related services provided at school, every student, staff member, parent/guardian, and patron needs to feel safe and secure; feeling safe is an essential necessity for each individual to be fully productive as they conduct district related business. Any form of violence (including domestic violence) and/or threat of violence at school, or at a school or district activity, or related to district business, erodes the atmosphere of safety.

Any conduct, regardless of the source, that threatens a person's security and safety will not be tolerated. Abusive or suggestive language will not be tolerated even if it does not create a threatening atmosphere or lead to a threat. The board, administration, and building staff are committed to supporting employees and students confronted with threatening behavior or actual violence, whether the threatening behavior or violence is

coming from staff or student or from patrons, a parent or guardian, another adult, or a student-aged individual who is a non-student.

Students and staff are required to treat all individuals with whom they come in contact in a respectful manner and expect to be treated the same in return.

For clarification purposes, a “threat” is any statement (oral or written) that can be reasonably interpreted as being intimidating in tone, content, or language or which places a person or a person’s personal property in reasonable apprehension of harm. “School violence” is any threat of or actual physical assault on district property or directly related thereto and includes bullying, hazing, intimidation, fighting, and harassment as well as the destruction or abuse of property through vandalism, arson, bombing, sabotage, or other destructive means.

Individuals who violate this policy shall be dealt with firmly. Legal redress will be sought when the facts warrant such, including notification to law enforcement for possible criminal investigation.

Students and employees are strongly encouraged to report to their teacher or supervisor any threat or act of violence made against them or against others. Anyone who is victimized by any conduct that reasonably infringes upon the individual’s sense of safety and security must bring this to the attention of appropriate school officials so appropriate action can be taken.

12. PERSONAL, PROPERTY & CANINE ASSISTED SEARCHES

Law enforcement and/or school officials may perform searches. Searches shall utilize appropriate information collection processes. Such processes would include but not be limited to canine assisted searches, video surveillance cameras, breath analyzers, any drug/alcohol, marijuana detection devices, personal, and property searches.

Contraband or illegal items such as explosives, weapons or any object that can be reasonably considered a firearm or dangerous weapon, controlled substances, or other possessions reasonably considered to be a threat to the safety, health, or security of others will be confiscated.

a. Personal Searches of Students

All students shall be free from unreasonable searches of their persons. However, a student is subject to a search of their person by school officials, consistent with the limitations described below.

- 1) Any search of a student must be reasonably related to the discovery of contraband items or other evidence of a student’s violation of the law or rules governing student conduct.
- 2) Staff shall conduct searches in a manner, which is not excessively intrusive in light of the age and sex gender of the student and the nature of the suspected infraction. No student shall be subject to a strip search or body cavity search by school staff.
- 3) Once reasonable grounds for a search of a student’s person has been established:
 - a. The principal or designee shall have an additional administrator or staff member present as a witness during the search.
 - b. Prior to the search of the student’s person by the administrators, students will be asked to remove items from pockets.
 - c. If evidence of a violation of school or district rules is suspected and reasonable cause has been established, the administration may conduct searches of students without consent. Reasonable effort will be made to notify parents of the search.
 - d. If evidence of criminal activity is suspected to be present and, if confirmed by the search, law enforcement officials should be contacted for assistance.

b. Searches of Student's Property

All students shall be free from unreasonable searches of their personal property. However, a student is subject to a search by school officials, consistent with the limitations described below.

- 1) Any search of a student's property must be reasonably related to the discovery of contraband items or other evidence of a student's violation of the law or rules governing student conduct.
- 2) Staff shall conduct searches of the student's property in a manner, which is not excessively intrusive.
- 3) Once reasonable grounds for a search of a student's personal effects or automobile have been established:
 - a. The principal or designee shall have an additional administrator or staff member present as a witness during the search.
 - b. Search of a student's possessions shall be reasonably related to the discovery of a contraband substance or object which is prohibited by law or by the rules of conduct which pose a threat to the health and safety or welfare of the occupants of the school or the building itself.
 - c. The search shall be conducted in the presence of the student, if possible.
 - d. If evidence of criminal activity is suspected to be present and, if confirmed by the search, law enforcement officials should be contacted for assistance.

c. School Property Searches

General search of school property may be conducted at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of law or rules of student conduct.

- 1) No student may use a locker, desk or storage area as a depository for any contraband substance or object which is prohibited by law or by rules of student conduct which pose a threat to the health, safety or welfare of the occupants of the school building or the building itself. Contraband means items, materials or substances, the possession of which is prohibited by law or rules governing student conduct, including but not limited to controlled substances, alcohol, marijuana beverages, tobacco products or any object that can reasonably be considered a firearm or dangerous weapon.
- 2) If a school official conducting a search of a locker, desk or storage area develops a reasonable suspicion that any container, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or rules of conduct, the container may be searched.
- 3) Search of a student's possessions shall be reasonably related to the discovery of a contraband substance or object which is prohibited by law or by the rules of conduct which pose a threat to the health and safety or welfare of the occupants of the school or the building itself.
- 4) The search shall be conducted in the presence of the student, if possible.
- 5) If evidence of criminal activity is suspected to be present and, if confirmed by the search, law enforcement officials should be contacted for assistance.

d. Canine Assisted Searches

Canine-assisted searches may be utilized to maintain an effective learning environment that is drug-free. Searches conducted with the assistance of police narcotics canines shall be conducted in a manner that is consistent with constitutional and statutory requirements.

The principal or his/her designee will initiate a written request to the police department to utilize a police narcotics canine unit. Before the first canine-assisted search at the school for the current school year, the principal or his/her designee will schedule a demonstration of the canine-assisted search for the school body.

Prior to a random police narcotics canine-assisted search, students and parents will be advised in writing that classrooms, hallways, lockers, all other public spaces and parking lots on school premises are subject

to random searches. As a condition of being granted a permit to park vehicles on school premises, students consent to the search of their vehicles by school officials anytime school officials have reasonable suspicion that the vehicle contains contraband items.

Once approved, random police narcotics canine-assisted searches of school property may be conducted at any time without prior notice to students or parents as to the specific date and time of the search. They may occur without reasonable suspicion that a canine-assisted search will yield evidence of any particular student's violation of law or rules of conduct. Students determined to be in possession of contraband items are subject to administrative disciplinary procedures and possible criminal prosecution at the discretion of police and prosecutorial authorities. Minor drug law infractions and violations detected through random police narcotics canine-assisted searches should, in the exercise of discretion, normally be dealt with administratively as a disciplinary matter by school officials.

Police narcotics canine applications of individual students or groups of students shall not occur.

Police narcotics canine applications of purses, bags, and backpacks shall only occur if the items have been separated from the students' immediate physical custody.

Staff shall be allowed to maintain control of their personal belongings during a police narcotics canine-assisted search. Items controlled by students are the primary object of the canine-assisted search. The canine should not be applied to staff-controlled areas such as teacher desks.

Physical searches of the interior of purses, bags, backpacks, lockers and cars shall only be done by school officials if a positive police narcotics canine application indicator has occurred, leading to reasonable suspicion that the search will yield evidence of a violation of the law or school rules.

SECTION D: KNOW THE ACTIONS

1. CORRECTIVE ACTION FOR UNEXCUSED ABSENCES AND TARDINESS

If corrective action is imposed based on one or more unexcused absences, the District must:

- a. Provide notice to the student's parent(s) or guardian(s) in writing in English, or, if different, the primary language of the parent(s) or guardian(s), that the student has failed to attend school without valid justification and by other means reasonably necessary to achieve notice of such fact;
- b. Schedule a conference with the parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, and to determine, by appropriate means, whether the student should be referred to special programs; and
- c. Take steps to reduce the student's absences which shall include, where appropriate in the judgment of school officials and, where possible, discussed with the student and parent(s), adjustments of the student's school program or school or course assignment, or assisting the parent(s) or student to obtain supplementary services that might ameliorate the cause(s) of the absences from school.
- d. A school district may not suspend or expel a student from school for absences or tardiness.

2. DISCIPLINE

"Discipline" means all forms of corrective action other than emergency removal from a class, subject, or activity, suspension, or expulsion, and shall include the exclusion of a student from a class by a teacher or administrator for the balance of the immediate class period, provided that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or on behalf of the school district.

3. SUSPENSION

"Suspension" shall mean a denial of attendance (other than for the balance of the immediate class, subject or

activity period for “discipline” purposes) for any single subject or class, or for any full schedule of subjects or classes for a stated period of time. A suspension will also include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the District, and a denial of admission to any District-sponsored activities or events on or off campus.

Any student subject to a suspension/expulsion shall be provided the opportunity to receive educational services during that time. No form of discipline shall be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements. School districts may not suspend the provision of educational services to a student as a disciplinary action. They will also have the opportunity upon his or her return to make up assignments and tests missed by reason of the suspension if: (1) such assignments or tests have a substantial effect upon the student’s semester/trimester grade or grades, or (2) failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

Short-Term Suspension – “Short-term suspension” shall mean a suspension for any portion of a calendar day up to and **not exceeding ten (10) consecutive school days**. A short-term suspension may be imposed upon a student for violation of the code of conduct, subject to the following limitations or conditions:

- a. The nature and circumstances of the violation must reasonably warrant a short-term suspension and the length of the suspension imposed.
- b. **Unless the behavior is Exceptional Misconduct**, no student shall be suspended unless another form of corrective action reasonably calculated to modify his or her conduct has previously been imposed upon a student as a consequence for misconduct of the same nature.
- c. No student in grades kindergarten through grade four shall be subject to short-term suspensions for more than a total of ten (10) school days during any single semester/trimester, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a pupil.
- d. No student in grade five and above shall be subject to short-term suspension for more than a total of fifteen days (15) in any single semester.
- e. All short-term suspensions and the reasons thereof shall be reported in writing to the Superintendent's designee within 24 hours after the imposition of the suspension.
- f. Prior to the short-term suspension of any student, a conference shall be conducted with the student. In connection with this conference, the student must be provided with notice of the alleged misconduct and the school rule violated, an oral or written explanation of the evidence in support of the allegations, and an oral or written explanation of the corrective action which may be imposed. The student shall then be provided the opportunity to present his/her explanation.
- g. If a short-term suspension is to exceed one calendar day, the parent(s) shall be notified of the reason for the suspension orally and/or by letter sent via U.S. mail as soon as reasonably possible. The notice shall also inform the parent of the right to an informal conference (See “Grievance Procedure,” below) and that the suspension may be reduced as a result of this conference.
- h. Any student who has been suspended shall be allowed to make application for readmission at any time.
See page 21

Long-Term Suspension – “Long-term suspension” shall mean a suspension that **exceeds ten (10) school days**.

A long-term suspension may be imposed upon a student for violation of the code of conduct, subject to the following limitations or conditions:

- a. The nature and circumstances of the violation must reasonably warrant a long-term suspension and the length of the suspension imposed.
- b. A long-term suspension cannot be imposed beyond the school year in which the alleged misbehavior occurs. A long-term suspension may last no longer than the length of an academic term. However, building administrators may petition the superintendent’s designee to exceed this limitation if a student’s return to school would pose a risk to public health or safety. Such petitions will comply with WAC 392-400-410.

- c. No student in grades kindergarten through four shall be subject to long-term suspension.
- d. No single long-term suspension shall be imposed upon a student in the grade five and above program in a manner that causes the student to lose academic grades or credit in excess of one trimester/semester, as the case may be, during the same school year.
- e. Any student who has been suspended shall be allowed to make application for readmission at any time. See page 21
- f. All long-term suspensions and the reasons therefore shall be reported in writing to the Superintendent's designee within 24 hours after the imposition of the suspension.
- g. Unless the behavior is Exceptional Misconduct (see pages 17-21), no student shall be long-term suspended unless another form of corrective action reasonably calculated to modify his or her conduct has previously been imposed upon a student as a consequence for misconduct of the same nature.
- h. Prior to the long-term suspension of a student, written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and to his or her parent(s) or guardian(s). See page 21

4. EXPULSION

“Expulsion” shall mean a **denial of attendance** for any period of time up to, but no longer than, the length of an academic term. An expulsion also includes a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. A student may be expelled for violation of the code of conduct, subject to the following limitations or conditions:

- a. The nature and circumstances of the violation must reasonably warrant the harshness of expulsion.
- b. The school district must provide an opportunity for a student to receive educational services during a period of expulsion.
- c. No student shall be expelled unless other forms of corrective action reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action would fail if employed.
- d. Once a student has been expelled in compliance with this chapter, the expulsion shall be brought to the attention of appropriate local and state authorities including, but not limited to, juvenile authorities in order that such authorities may address the student’s educational needs.
- e. All expulsions and the reasons therefore shall be reported in writing to the superintendent's designee within 24 hours after the imposition of the expulsion.
- f. An expulsion may not be for an indefinite period of time. An expulsion may not exceed the length of an academic term, as defined by the school board, from the date of the corrective action unless:
 - a. The school petitions the district superintendent for an extension; and
 - b. The district superintendent authorizes the extension in compliance with the superintendent of public instruction’s rules adopted for this purpose.
- g. The district shall make reasonable efforts to assist students in returning to an educational setting prior to, and no later than, the end date of the corrective action.
- h. Any student who has been expelled shall be allowed to make application for re-admission at any time see page 21

5. ABEYANCE CONTRACTS

An administrator may offer to hold some or all of the days of a suspension in abeyance unless there are particular circumstances that would make this approach inappropriate. Under an abeyance contract, an administrator agrees to not immediately impose some or all of the assigned days of suspension in exchange for the agreement of the student and parent to certain conditions, including their agreement to waive appeal of the corrective action. The term of the abeyance contract may not exceed the maximum suspension term for the offense level. If a student violates his/her abeyance contract, the student must serve the remaining term of the initial suspension. The student may also be subject to new corrective action for the additional offense.

6. GRIEVANCE PROCEDURE FOR DISCIPLINE AND SHORT-TERM SUSPENSION

- a. Any student, parent, or guardian who is aggrieved by the imposition of discipline or a short-term suspension shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference, the student, parent, or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved.
- b. Subsequent to the building level grievance meeting, the student, parent or guardian, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent or the superintendent's designee.
- c. If the grievance is not resolved, the student, parent or guardian, upon two (2) school business days' prior notice, shall have the right to present a written or oral grievance to the Board of Directors for consideration at the next regular Board meeting. The Board shall notify the student, parent or guardian of its response to the grievance within ten (10) school business days after the date of the meeting.
- d. The discipline or short-term suspension shall continue, notwithstanding the implementation of the grievance procedure, unless the principal or his or her designee elects to postpone such action.

7. HEARING PROCEDURE FOR LONG-TERM SUSPENSION, EXPULSION, AND EMERGENCY EXPULSION

a. Notice of Hearing/Waiver of Hearing for Long-Term Suspension and Expulsion

- 1) Prior to the long-term suspension or expulsion of a student, written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and to his or her parent(s) or guardian(s). The notice shall:
 - 2) Be provided in the predominant language of a student and/or parent(s) or guardian(s) who predominantly speak a language other than English, in accordance with Title VI of the Civil Rights Act of 1964,
 - 3) Specify the alleged misconduct and the school district rule(s) alleged to have been violated,
 - 4) Set forth the corrective action proposed,
 - 5) Set forth the right of the student and his or her parent(s) or guardian(s) to a hearing for the purpose of contesting the allegations(s), and
 - 6) Set forth the facts that:
 - a) A written or oral request for hearing must be received by the school district designated employee, or by his or her office, on or before the expiration of the third school business day after receipt of the notice of opportunity for a hearing, and
 - b) If such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the proposed long-term suspension or expulsion may be imposed by the school district without any further opportunity for the student or his or her parent(s) or guardian(s) to contest the matter. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice.
- 7) The student and/or his or her parent(s) shall reply to the notice of opportunity for a hearing within three (3) school business days after the date of receipt of notice. A request for a hearing shall be provided to the school district employee specified in the notice of opportunity for a hearing, or to his or her office. A request for a hearing shall be accepted in writing or orally.
- 8) If a request for a hearing is not received within the required three (3) school business days, the school district may deem the student and his or her parent(s) or guardian(s) to have waived the right to a hearing and the proposed long-term suspension or expulsion may be imposed

b. Notice of Hearing/Waiver of Hearing for Emergency Expulsion

- 1) The student and his or her parent(s) or guardian(s) shall be notified of the emergency expulsion of the student and of their opportunity for a hearing either by hand delivering written notice to the student's

parent(s) or guardian(s) within twenty-four (24) hours of the emergency expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or by written certification of the person making the delivery; or by certified letter(s) deposited in the U.S. mail within twenty four (24) hours of the emergency expulsion. If the notice is by certified letter, reasonable attempts shall be made to notify the student and his or her parent(s) or guardian(s) by telephone or in person as soon as possible. Such written and oral notice shall:

- a) Be provided in the predominant language of a student and/or parent(s) or guardian(s) who predominantly speak a language other than English, in accordance with Title VI of the Civil Rights Act of 1964,
 - b) Specify the alleged reason(s) that the student's presence poses an immediate and continuing danger to students, school staff, or poses an immediate and continuing threat of substantial disruption of the education process,
 - c) Set forth the dates the emergency expulsion will begin and will end,
 - d) Set forth the right of the student and/or his or her parent(s) or guardian(s) to a hearing for the purpose of contesting the allegation(s) as soon as reasonably possible, and
 - e) Set forth the facts that:
 - a written or oral request for a hearing must be received by the school district employee designated, or by his or her office, on or before the expiration of the third school business day after receipt of the notice of opportunity for a hearing, and
 - if such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the emergency expulsion may be continued as deemed necessary for up to ten (10) school days from the date of the student's emergency removal from school without any further opportunity for the student or his/her parent(s) or guardian(s) to contest the matter. A schedule of school business days potentially applicable to the exercise of such hearing right should be included with the notice.
- 2) The student and/or his or her parent(s) or guardian(s) shall reply to the notice of opportunity for a hearing and request a hearing within three (3) school business days after the date of receipt of the notice. A request for a hearing shall be provided to the school district employee specified in the notice of opportunity for a hearing, or to his or her office. A request for a hearing shall be accepted in writing or orally.
 - 3) If a request for a hearing is not received within the required three (3) school business day period, the school district may deem the student and his or her parent(s) or guardian(s) to have waived the right to a hearing and the emergency expulsion may be continued as deemed necessary for a period of up to ten (10) school days from the date of the emergency removal from school.

c. Pre-hearing and Hearing Process for Long-Term Suspension, Expulsion and Emergency Expulsion

- 1) If a request for a hearing is received within the required three (3) school business days, the school district shall schedule a hearing to commence within three (3) school business days after the date upon which the request for a hearing was received (or two (2) school business days in the case of an emergency expulsion).
- 2) The student and his or her parent(s) shall have the right to:
 - a) Inspect in advance of the hearing any documentary and other physical evidence which the school district intends to introduce at the hearing,
 - b) Be represented by legal counsel,
 - c) Question and confront witnesses, unless a school district witness does not appear, and the witness is excused by the person hearing the case based upon evidence of good reason for doing so submitted by the school district. The evidence submitted by the school district must at a minimum establish either:
 - (1) The district made a reasonable effort to produce the witness and is unable to so; or

- (2) That it is not advisable for the student to appear due to an expectation and fear on the part of the responsible district official(s) or the student of retaliation against the student if he or she appears as a witness.
 - d) Present his or her explanation of the alleged misconduct, and
 - e) Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.
- 3) The designee(s) of the school district assigned to present the district's case shall have the right to inspect in advance of the hearing any documentary or other physical evidence which the student and his or her parent(s) intend to introduce at the hearing.
 - 4) The person(s) hearing the case shall not be a witness and the final decision regarding the imposition of corrective action shall be determined solely on the basis of the evidence presented at the hearing.
 - 5) Either a tape or audio recording or verbatim record of the hearing shall be made.
 - 6) In the case of a long-term suspension or expulsion, a written decision setting forth the findings of fact, conclusions, and the nature and duration of the expulsion, long-term suspension, or lesser form of corrective action to be imposed, if any, shall be provided to student's legal counsel, or if none, to the student and his or her parent(s).
 - 7) In the case of an emergency expulsion, within one (1) school business day after the date upon which the hearing concludes, a decision as to whether or not the emergency expulsion shall continue shall be rendered, and the student and his or her parent(s) or guardian(s), and legal counsel, if any, shall be notified thereof by depositing a certified letter in the U.S. mail. The decision shall set forth the findings of fact, the conclusions (including a conclusion as to whether the immediate and continuing danger to students or staff or the immediate and continuing threat of substantial disruption to the educational process has terminated), and whether the emergency expulsion shall be converted to another form of corrective action.

8. EMERGENCY EXPULSION

- a. A student may be expelled immediately by a school district superintendent or a designee of the superintendent in emergency situations. Provided that the superintendent or designee has good and sufficient reason to believe that the student's presence poses an **immediate and continuing danger** to the student, other students, or school staff or an **immediate and continuing threat of substantial disruption** of the class, subject, activity, bus, or educational process of the student's school. The emergency expulsion must end or be converted to another form of corrective action within 10 school days from the date of the expulsion. A school district must provide notice and due process rights if it converts the emergency expulsion to another form of corrective action.
- b. Procedural due process for emergency removal
 - 1) The principal or his or her designee shall meet with the student as soon as reasonably possible following the student's emergency removal and take or initiate appropriate corrective action — i.e., imposition of discipline, short-term suspension, emergency expulsion or initiation of long-term suspension or expulsion.
 - 2) Prior to or at the time any such student is returned to the class, subject, or activity, the principal or his or her designee shall notify the teacher or administrator who removed the student therefrom of the action which has been taken or initiated.

10. RE-ADMISSION PROCEDURES

The purpose of the re-admission process is not to appeal the disciplinary action, but to request re-admission to school prior to the end of the suspension or expulsion.

If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the parent and student shall submit a written request to the Director of Student Services.

- a. The request for re-admission should include the following:

- Any mitigating circumstances surrounding the long-term suspension or expulsion from the District. This may include: the student’s age, the student’s knowledge and participation in the act(s) leading to the long-term suspension or expulsion, the student’s prior discipline and academic record, remedial actions the student or the parent(s) have taken to ensure that the act or behavior is not repeated, evidence that the student has satisfactorily completed a District-approved behavior modification class or counseling, if applicable, or evidence that the student has made academic progress in an alternative educational setting, if applicable.
 - Why the student believes readmittance at this time is appropriate.
 - New evidence, if any, which would support the student’s request.
 - Supporting references, if any, such as statements from the parent or guardian or agencies or private practitioners who may have assisted the student.
 - Documentation, if any, of what has been done to address the behavior that caused the long-term suspension or expulsion.
- b. The superintendent will designate a school official to consider the application, conducting an investigation of all pertinent information concerning the application for admission, including possible behavioral conditions upon which the student may be admitted. The designee will make a decision either approving or denying the request for admission.
 - c. If the application is approved, a written behavioral agreement clearly outlining specific behavioral conditions for admission will be established by the receiving school’s principal and agreed upon by the student and parent(s) before the student is admitted to school.
 - d. If the application for admission is denied, the long-term suspension or expulsion shall continue as originally imposed. Upon the student’s further efforts at behavioral change, a new application may be submitted.

11. RE-ENGAGEMENT

After imposing a long-term suspension or expulsion, administrators should make reasonable efforts to assist the student in returning to an educational setting. The school must convene a meeting with the student and parent(s) within 20 days of a long-term suspension or expulsion (and no later than five days before the student returns to schools or as soon as reasonably possible, if the student or parents request a prompt meeting), to discuss a plan to reengage the student in a school program. Administrators should consider shortening the corrective action, imposing other forms of corrective action and using supportive interventions. The district will create a re-engagement plan tailored to the student’s individual circumstances. The plan will consider the incident that led to the discipline and aid the student in taking the necessary steps to remedy that situation. The re-engagement process is separate from the re-admission process and must take place regardless of whether a student applies for re-admission.

12. DUE PROCESS FOR STUDENTS WITH A 504 PLAN OR IEP

Students with disabilities pursuant to Section 504 or the IDEA may be removed from school for up to 10 cumulative school days per school year by following the corrective action procedures applicable to all students. If a suspension beyond 10 cumulative days is contemplated, special procedures must be followed; a manifestation determination conference must be held.

If the manifestation determination conference concludes that the student’s behavior is a manifestation of the student’s disability, the student must be returned to the placement from which he or she was removed, and the 504 team or IEP team should convene to discuss whether development or modification of a behavior plan for the student is warranted. If the manifestation determination conference concludes that the student’s behavior is not a manifestation of the student’s disability, the District may impose corrective action in the same manner as corrective action would be imposed upon a non-disabled student. Please refer to NSD Procedure 2161P for specific procedures.

A student with a disability under IDEA may be removed to an Interim Alternative Educational Setting in

circumstances involving the use or possession of drugs, weapons or serious bodily injury. Refer to NSD Procedure 2161P for specific procedures.

13. REQUIREMENT TO PROVIDE EDUCATIONAL SERVICES

School districts may not suspend the provision of educational to a student in response to behavioral violations.

While students may be excluded from classrooms and other instructional or activity areas for the period of suspension or expulsion, districts must provide students with an opportunity to receive educational services during this time. The educational services must enable the student to:

- Continue to participate in the general education curriculum;
- Meet the education standards established within the district; and
- Complete subject, grade-level, and graduation requirements.

The school district must consider:

- Meaningful input from the student, parents, and the student's teachers;
- Whether the student's regular education, accommodations and related services under Section 50-4, or supplemental services designated to support the student academic achievement; and
- Access to any necessary technology, transportation, or resources the student needs to participate fully in the educational services.

If educational services are provided in an alternative setting, the alternative setting should be comparable, equitable and appropriate to the regular education services a student would have received without the exclusionary discipline. Examples include alternative high schools, one-on-one tutoring, and online learning.

SECTION E: ACTION LEVELS

GUIDANCE	<p>When considering corrective actions, the District strives to keep students in their classroom whenever possible. Disciplinary actions must be non-discriminatory, fair, age-appropriate and correspond to the severity of the student’s misbehavior.</p> <p>Administrators may exercise reasonable discretion in deciding which violation occurred. Administrators will determine the appropriate level of action to take for an attempted violation.</p> <p>The chart below lists actions that may be taken by school administration as the result of a violation. The Action Level identifies maximum action for violations assigned to that level. Multiple actions may be applied to a single violation. Actions listed in bold are the maximum action for that level of violation and should only be imposed after other forms of corrective action have been attempted to correct the behavior.</p> <p style="text-align: center;">Levels identified below are intended to be applicable to first offenses. Subsequent offenses will result in a move up the level system</p>		
LEVEL 1	<ul style="list-style-type: none"> • Community Service • Confiscation of Inappropriate Items • Contract (Academic, Attendance, Behavior) • Detention • Intervention Group • Meeting with School Counselor • Mentoring • Parent Notification and Conference 	<ul style="list-style-type: none"> • Peer Mediation • Personal Reflection • Positive Behavioral Support Plan • Privileges Suspended • Reassignment to Different Class/Programs • Request Student Conference • Restitution • Saturday School 	<ul style="list-style-type: none"> • Student Verbal Apology • Student Written Apology • Teen Court • Threat Assessment • Time Out/Reset • Warning • Other Action (consistent with other Level 1 interventions). <p style="text-align: right;"><i>*Some actions may not be available at all sites</i></p>
LEVEL 2	<p>Any Action from the prior level(s) may also be imposed.</p> <p>In School Suspension Short Term Suspension and/or Abeyance (1-10 days)</p>		
LEVEL 3	<p>Any Action from the prior level(s) may also be imposed.</p> <p>Short/Long Term Suspension and/or Abeyance (10 or more days)</p>		
LEVEL 4	<p>Any Action from the prior level(s) may also be imposed</p> <p>Expulsion</p>		

SECTION F: CODE OF CONDUCT

The Northshore School District has identified the following violations: behaviors/activities that are prohibited on campus, on school transportation, at all school-sponsored activities, and off campus when the conduct is connected to or affects the school environment. Attempting to commit a violation, assisting another person in committing a violation, or forcing another person to commit a violation is also a violation of the code of conduct. The action levels below also apply to any attempt or assistance regarding the identified violations: ***Exceptional Misconduct Rules** – Conduct marked with an asterisk (*) is designated as exceptional misconduct and has been judged, following consultation with an ad hoc citizens committee, to be (a) so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school, or (b) is of such frequent occurrence, notwithstanding past attempts to control such misconduct with other forms of corrective action, that students may be subject to suspension (short or long-term) for a first-time offense. Such misconduct may also result in emergency denial of attendance or expulsion, even if another form of corrective action has not been previously imposed. **The consequences for violating the district’s exceptional misconduct rules could impact students’ ability to participate in graduation ceremonies and other school sponsored activities.**

Violation	Definition	Action Level
Academic Dishonesty/Plagiarism*	Knowingly submitting the work of others represented as the student's own, assisting another student in doing so, enabling such misrepresentation to occur, or using unauthorized sources.	2
Alcohol * †	Use or possession of alcohol.	2
	Purchase, sale, intent to sell, or intent to purchase (whether completed or not), transport, distribution, and/or delivery, of alcoholic beverages or substances represented as alcohol.	3
Arson *	Malicious or intentional burning of property.	4
Attendance	Failure to regularly be in attendance, remain on school grounds from the time of arrival and attend regularly scheduled classes, unless officially excused.	1
Bullying/Cyberbullying*	<p>Intentionally written message or images—including those that are electronically transmitted—and verbal or physical actions, including but not limited to messages and actions shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, are prohibited when an act:</p> <ul style="list-style-type: none"> • Physically harms a student or damages the student’s property. • Has the effect of substantially interfering with a student’s education. • Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment. • Has the effect of substantially disrupting the orderly operation of the school. 	2

Violation	Definition	Action Level
Dangerous Items, Disruptive Items and/or explosive devices *	The possession, use, trade, purchase or distribution of any item that is capable of inflicting serious bodily harm or of causing disruption is strictly prohibited. Examples include, but are not limited to: toys, tools, lighters, laser pointers, pagers, firecrackers, handcuffs, shock pens and matches.	3
Destruction of Property/Vandalism *	Intentional damage of school property or the property of others.	2
Discriminatory Harassment *	Unfair or unequal treatment or harassment of a person because they are part of a group, defined by law, as a protected class. A protected class is a group of people who share common characteristics and are protected from discrimination and harassment under federal and state law. These groups are protected classes under Washington state law: race and color, sexual orientation, national origin, gender expression, religion and creed, gender identity, sex, veteran or military status, disability, use of a trained dog guide or service animal.	2
Disruptive Conduct	Conduct that materially and substantially interferes with the educational process.	1
Driving /parking violation	Failure to obey all applicable driving and parking regulations, whether adopted by the school or by law.	1
Failure to Cooperate *	Failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes, but is not limited to non-compliance, defiance and disrespect.	1
Failure to submit to corrective action *	Failure to submit to lawful corrective action imposed by the District or its authorized employees.	2
Fighting <u>Without</u> Major Injury *	Mutual participation in an incident involving physical violence, where there is no injury requiring professional medical attention.	2
Gambling	Playing cards, dice, or games of chance for money or other things of value; or betting money or other things of value.	1
Gang behavior or affiliation *	Displaying gang membership or affiliation through behavior, gestures, apparel, activities, or other attributes that lead or reasonably could lead to disruption of the educational process. A "gang" means a group, organization or association which (i) consists of three or more persons; (ii) has identifiable leadership; and (iii) on an ongoing basis conspires and acts in conduct mainly for criminal or disruptive purposes.	2

Violation	Definition	Action Level
Hazing *	<p>Any perceived action taken, or situation created intentionally, that causes embarrassment, harassment or ridicule; risks emotional and/or physical harm to members of the group or team; whether new or not; regardless of the person's willingness to participate.</p> <p>Hazing activities may include but are not limited to the following: Abuse of alcohol during new member's activities, striking another person whether by use of any object or one's body, creation of excessive fatigue, physical and/or psychological shock, morally degrading or humiliating games or activities that create risk of bodily, emotional or mental harm.</p>	2
Horseplay *	Rough play or mischief	1
Horseplay *	Physical acts that endanger the health and safety of others, including minor aggressive acts that do not rise to the level of fighting without major injury.	2
Illicit Drug * †	Use or possession of any controlled drug or narcotic substance,	2
Illicit Drug * †	<p>Purchase, intent to purchase, sale, intent to sell, (whether completed or not), transport, and/or delivery of any controlled drug or narcotic substance, prescription or over-the-counter medication, or any item purporting to be any of the above.</p> <p>Reasonable suspicion*, determined by at least two or more school employees, of being under the influence of any drug, or illegal substance.</p>	3
Inappropriate language	Swearing or other use of language in an inappropriate way, including disrespect toward authority.	1
Marijuana * †	Use or possession of marijuana in any form.	2
Marijuana * †	Purchase, intent to purchase, sale, intent to sell (whether completed or not), transport, distribution, and/or delivery of cannabis/marijuana in any form.	3
Misrepresentation *	Acts of misrepresentation, including dishonesty, hindering a school investigation, falsifying the authorization of another person, identity theft, or impersonating a student or district employee in any format.	2
Misuse of technology *	Use of school network, computers, or other technology for non-instructional or prohibited purposes. See Page 11 and Policy 2022	1
Multiple Minor Accumulated	Discipline for culmination of multiple minor infractions that both occurred throughout the school year and individually would not rise to the severity of	2

Incidents*	meriting a short-term or long-term suspension or expulsion.	
Violation	Definition	Action Level
Pornography*	Possession or transfer of written material or images depicting a person or persons in a sexually explicit manner.	2
Possession of a Weapon *	It is unlawful for a person to carry onto, or possess on, public elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools the following weapons: (RCW 9.41.250; RCW 9.41.280 and RCW 28A.600.420)	
Possession of a Weapon *	<p>CATEGORY 1 – Possessing Dangerous Weapons on School Facilities</p> <p>Any firearm, slingshot, sand club, metal knuckles, spring blade knife (RCW 9.41.250) 28A.600.420, dagger, dirk, pistol, spring blade knife, nun-chu-ka sticks, throwing stars, air gun (including air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas), stun gun (including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer an electric shock, charge or impulse), any device, object or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge or impulse or other dangerous weapon. Uses any contrivance or device for suppressing the noise of any firearm (RCW9.41.280, RCW9.41.250)</p> <p>A school district must expel a student for no less than one year if the district has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. (RCW28A.600.420)</p>	4
	<p>CATEGORY 2 - Other Weapon violations</p> <p><i>(Without finding of intent, malice or threat)</i></p> <p>Possession, use, transfer or transportation of all objects that may be considered a dangerous weapon (see category 1-with the exception of firearms) but the presence and circumstances of possession do not present a material danger to self, other students or staff by use or intent. The administrator may exercise discretion when interpreting use and intent with such objects. Where circumstances do not support a finding of dangerous intent, malice or threat to students and/or staff, a lesser sanction may be imposed.</p>	2

	<p>CATEGORY 3 - Other Items</p> <p>The possession, use, or transfer of any object when there is no reasonable purpose for possessing the item except to use it as a weapon and/or represent it as a weapon.</p> <p>Category 3 applies to any instrument, toy, “dummy” or look-a-like object that appears to be a firearm, or which looks or acts like a weapon. Category 3 weapons include nuisance items, toys, tools, look-alike firearms, toy firearms, small pocketknives or other unauthorized items, or when there is no other reasonable purpose for possessing the object except to use it or represent it as a weapon, whether or not specifically defined as a dangerous weapon. The possession, use, transfer of any Category 3 object is considered a disruption to the educational process and potentially dangerous to the safety and welfare of students and staff.</p>	2
Violation	Definition	Action Level
Public displays of intimate affection	Open displays of intimate affection, including prolonged embraces or kissing, fondling, or dancing in a lewd or suggestive manner.	1
Reckless burning *	Careless or negligent burning of property.	3
Recklessness*	Reckless damage to or destruction of another's property; behavior that may pose a risk to the health and safety of others; false alarms.	2
Sexual Harassment *	<p>Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct directed at person because of his/her sex where:</p> <ul style="list-style-type: none"> • Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic standing or employment; or • Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or employment affecting such individual; or <p>Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment.</p>	2
Sexually Inappropriate Conduct *	Obscene acts or expressions, whether verbal or nonverbal, including indecent exposure.	2
Theft Or Possession of Stolen Property *	Taking or knowingly being in possession of district property or property of others without permission.	2

Violation	Definition	Action Level
Tobacco /Smoking/Vaping*	<p>Possession, use, distribution, transfer, or sale of tobacco, nicotine products or vaping product. Tobacco and/or related products will be confiscated and discarded.</p> <p>Vapor, hookah, e-cigarettes, mods, substance-carrying devices, and liquids or oils for use with these devices, are considered paraphernalia. <u>If any devices are used for alcohol, marijuana or controlled substances/illicit drugs see “ALCOHOL, MARIJUANA, or ILLICIT DRUGS.”</u></p>	1
Threats *	Any statement expressed in any form that can reasonably be interpreted as threatening in tone, content, or language or which creates a sense of fear or apprehension for the safety of a person or their property. Includes extortion (any action taken to obtain something by use of undue or illegal threat or force.)	4
Trespass/loitering *	Entering or remaining upon school district property without authorization.	2
Unauthorized transportation	Possessing or utilizing scooters, shoes with wheels, skates, roller blades, skateboards, go carts, mini-bikes, motorized wheel devices other than automobiles, or horses on school district property.	1
Vapes/Substance Delivering Devices* †	Student is in possession of a vaping paraphernalia, but no evidence of being under the influence. (without finding of being under the influence) <i>Repeat offenses will result in progressive discipline. See page 32</i>	1
	Possession, use, transfer and/or sharing of a vape with suspicion of being under the influence of any drug, or illegal substance. Vapor, hookah, e-cigarettes, mods, substance-carrying devices, and liquids or oils for use with these devices, are considered drug paraphernalia. See “ALCOHOL, MARIJUANA, or ILLICIT DRUGS.” (with finding of being under the influence, or reasonable suspicion)	3
Verbal confrontations, taunting, provoking*	Challenging, mocking, insulting, and behavior that provokes or may provoke a physical confrontation, including encouraging or inciting others to fight.	2
Violence with Major Injury *	Any violent incident that result in an injury for which another person requires professional medical attention.	4
Violence <u>Without</u> Major Injury *	Any violent incident that does not result in an injury for which another person requires professional medical attention.	2

†**The use of alcohol, marijuana and other drugs** by students is serious and can be life threatening. Students' use of alcohol, marijuana, and other drugs (including but not limited to: vapor, hookah and e-cigarettes) may impair their health, self-esteem, dignity, quality of life, learning ability and potential contribution to society. Substance use has a disruptive and negative influence on school, its programs and activities. Prompt intervention can be an effective deterrent against the abuse of controlled substances, thus helping the student user and protecting the general school population.

Discipline for violations is progressive but offers abeyance contracts for students who receive a drug and alcohol assessment and complete all of the recommendations. Chemical dependency is treatable and early identification, assessment and intervention are conducive to successful treatment. The school district can assist in arranging access to drug and alcohol counseling, treatment and re-entry programs, however, parents have the primary responsibility to seek assistance and resolve alcohol and other drug use problems that their children experience. The Northshore School District will not be responsible for payment of any associated costs of treatment including any additional urinalysis assessment (UA) testing. For further information, contact your school principal or counselor.

Possession, use, purchase, sale, or intent to sell or intent to purchase (whether completed or not), transport, distribution, and/or delivery, of alcohol, marijuana, any food or beverage containing alcohol, marijuana, controlled substances, (e.g., narcotics or inhalants) prescription drugs, or other chemical substances, in a manner inconsistent with its intended use, the prescribing order or look-a-likes including but not limited to drug paraphernalia or substance carrying devices (including but not limited to: vapor, hookah and e-cigarettes) is prohibited. Being under the influence, use, possession, distribution, purchase, sale, trade, or consumption at any time on Northshore School District property is prohibited. This rule is applicable to the school day and during any school-related functions or activities whether during the school day or not. Violators will be suspended or expelled, and police may be contacted. The district will randomly conduct canine searches with the assistance of local law enforcement.

The District has adopted a specific set of progressive disciplinary consequences for the use, possession, or transfer of alcohol, marijuana, illicit drugs or vaping devices. These recommended actions may be increased in severity, up to and including expulsion, or reduced, based upon the specific circumstances of the violation as provided for herein.

Use or possession of alcohol, marijuana or illicit drugs or vaping paraphernalia (under the influence)

1. 1st Violation – Any student in violation of these rules for the first time shall be short-term suspended for ten (10) *school* days except as noted under ‘Special Sanction.’ This suspension may be reduced to a minimum five (5) school days’ contingent upon student’s participation in the suspension reduction process outline below.

- a. Suspension Reduction

If the student and parent agree, and the student undergoes an assessment performed by a state certified chemical dependent treatment agency qualified to perform drug and alcohol assessments, the suspension will be reduced to the minimum school days, subject to the student’s successful completion of; a drug and alcohol assessment, any follow-up treatment recommendations and student and parent/guardian attendance at the district drug/alcohol information class. The suspension will not be reduced, and the student will not be readmitted to school during the suspension period until the counselor from the approved program provides the principal or his/her designee with a written description of the counseling program developed for the student and a written statement that the student is enrolled in the program. The remaining days of suspension will be held in abeyance and, as determined by the building administrator, may be imposed if the student fails to complete the assessment and/or subsequent program recommendations in a timely manner. During a short-term suspension, a student may not attend school or participate in any school related activities which may include and affect graduation and companion activities.

2. 2nd Violation – Any student in violation of this rule for the second time will be suspended for ninety (90) school days. This suspension may be reduced to a minimum ten (10) school days. Same as 1.a. above, for suspension reduction.
3. 3rd Violation – If there is a third offense, the student may be suspended a minimum of ninety (90) school days with the student’s successful completion of an alcohol and drug assessment and any follow-up recommendations.

Transfer (whether completed or not):

Any student who transfers alcohol, marijuana or illicit drugs to another, even if it is a first violation, will be long-term suspended for ninety (90) school days consistent with day and credit loss limitations. The student should also obtain an assessment and comply with recommended treatment.

Reasonable Suspicion

Reasonable suspicion shall mean specific observable facts that can be described and that indicate a particular student is in the possession of, or has used alcohol, illegal drugs, drug paraphernalia, or mind-altering substances, or that which purports to be, within the school day and/or to or from school, on adjacent to school property or at school sponsored activities. Possession for the purpose of delivering or selling to others will result in more severe discipline.

Under the Influence

For purposes of this policy, “under the influence” shall include any consumption or ingestion of controlled substances by a student. The school nurse will perform a Student Substance Abuse Evaluation. A local paramedic or EMT may also be called to examine the student. If based on the student's behavior, medical symptoms, vital signs or other observable factors, an administrator has “reasonable suspicion” that a student is under the influence of a controlled substance, the student will be placed on suspension.

If the student is suspected to be under the influence, Administration may require participation in drug counseling, rehabilitation, testing, or other programs as a condition of reinstatement into the school's educational, extracurricular, or athletic programs resulting from violations of this policy.

Vaping devices: <http://lcb.wa.gov/vape/vapor-products-law>

Vapor Product Laws: Chapter 70.345 RCW *It is illegal for anyone under the age of 18 to purchase, attempt to purchase, possess, or obtain vapor products. A person under 18 possessing vapor products may face an infraction penalty. Over 18 – Adults may be cited with a gross misdemeanor for furnishing vapor products to minors.*

- Vaping and substance carrying devices (including, but not limited to: vapor, hookah, e-cigarettes, and mods) are considered drug paraphernalia. All Northshore schools prohibit students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violators will face disciplinary action and police may be contacted.
- A number of different illegal substances can be used in vaping devices from flavored oils and nicotine to marijuana, cannabis oil, synthetic drugs, or crack cocaine. These devices all produce an odorless vapor that resembles smoke, but no flame. A person smoking marijuana or any other illegal substance in an electronic smoking/vaping device can too easily disguise the substance being inhaled.
- A student’s suspension may be reduced by attending the District’s Alcohol, Tobacco, & Other Drugs 4-hour class; and by completing a drug assessment prior to re-entry – see Student/Parent Information regarding terms for suspension reduction.

Vaping Discipline

1. 1st Violation - Any student in violation of this rule for the first time shall register for ATOD class within 72 hours (parent must attend) or be assigned another form of education to inform students of the dangers of vaping.
 2. 2nd Violation - Any student in violation of this rule for the second time will be suspended for one (1) day.
 3. 3rd Violation: Will follow drug and alcohol protocol
- For every violation, regardless of category:
 - Confiscate all vaping product(s) and/or device(s)
 - Notify parent/guardian of incident
 - Student and parent must register and attend Center for Human Services Alcohol, Tobacco, and Other Drugs (ATOD) informational class (a free class contracted by the NSD)
 - Student and parent will be provided a copy of school policy and a fact sheet to parents/guardians re: dangers of vaping
 - Identify and refer to other resources as necessary
 - *Repeat offenses will result in progressive discipline.*

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