

Understanding Policy and Procedure 3241

August 2019

Classroom Exclusions

A classroom exclusion occurs when a teacher or other school personnel excludes a student from a classroom or instructional or activity area in response to a behavioral violation. A classroom exclusion is within school. A classroom exclusion does not include actions that result in missed instruction for a brief duration when (a) a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations and (b) the student remains under the supervision of the teacher or other school personnel during such brief duration.

What Classroom Exclusion is:	What Classroom Exclusion is not:
<ul style="list-style-type: none">• Sending a student to the office because the student's behavior pose an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.• "Disruption of educational process" means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.• If a teacher directs the student to the hallway and leaves the student there for any longer than a brief time, those actions constitute classroom exclusion.• May be for all or any portion of the balance of the school day and cannot deny or delay a meal (missing lunch) or deny access to makeup missed schoolwork.	<ul style="list-style-type: none">• Student briefly misses instruction so that school personnel can support the student in meeting behavioral expectations and school personnel remain engaged with the student.• Example: teacher brings student in hallway for a brief conversation, attempting to support the student's behavior. This would be an example of "other forms of discipline."• The teacher calls upon an administrator to talk briefly with the student about classroom expectations, such an action is "other forms of discipline," not a classroom exclusion.
<p style="text-align: center;">Parent Contact:</p> <p>The teacher, principal or designee will notify the student's parents regarding the classroom exclusion as soon as reasonably possible (this can be by phone, email or in person).</p>	

When a classroom exclusion is used – the teacher or other school personnel must immediately notify the school administrator and the school administrator must meet with the student as soon as reasonably possible and administer appropriate discipline. Teachers retain statutory authority to exclude a student "for all or any portion of the balance of the school day, or up to the following two days, or until the principal or designee and teacher have conferred, whichever occurs first."

Other Forms of Discipline

Unless a student's on-going behavior poses an immediate and continuing danger to others, or a student's on-going behavior poses an immediate and continuing threat to the educational process, staff members must first attempt one or more forms of other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion or any suspension or expulsion.

Steilacoom Historical School District has adopted a Discipline Menu and Resources for all school staff to access to identify ways to support students through (1) Relationship Building; (2) Restructuring environmental supports and (3) Directly Teaching Skills.

In-School Suspension and Short-Term Suspension

Before administering an **in-school** or **short-term suspension**, staff members must have first attempted one or more other forms of discipline to support the student in meeting behavioral expectations and considered the student's individual circumstances. Unless otherwise noted by law, the district is not required to impose in-school or short-term suspensions and instead, strives to keep students in school, learning in a safe and appropriate environment. However, there are circumstances when the district may determine that in-school or short-term suspension is appropriate. These circumstances may include the following types of student behaviors.

Behavior Violations

<ul style="list-style-type: none"> • Being intoxicated or under the influence of controlled substance, alcohol or marijuana at school or while present at school activities • Bomb scares or false fire alarms that cause a disruption to the school program • Cheating or disclosure of exams • Commission of any crime on school grounds or during school activities; • Dress code violations that the student refuses to correct (see student dress policy/procedure 3224) • Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another • Gang-related activity • Harassment/intimidation/bullying • Intentional deprivation of student and staff use of school facilities • Intentional endangerment to self, other students, or staff, including endangering on a school bus; 	<ul style="list-style-type: none"> • Intentional injury to another • Intentionally defacing or destroying the property of another • Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through • Possession, use, sale, or delivery of illegal or controlled chemical substances • Preventing students from attending class or school activities • Refusal to cease prohibited behavior (including using abusive or foul language directed at a school district employee, school volunteer, or another student, and interferes with an orderly education process) • Refusal to leave an area when repeatedly instructed to do so by school personnel • Sexual misconduct that could constitute sexual assault or harassment on school grounds, at school activities, or on school provided transportation • Substantially and intentionally interfering with any class or activity • Threats of violence to other students or staff; • Use or possession of weapons prohibited by state law and Policy 4210
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Before administering any suspension, the student's parent(s) must be notified as soon as reasonably possible – and an initial hearing must take place with the student to hear their perspective. The administrator must provide the student an opportunity to contact his/her parent regarding the initial hearing.

At the initial hearing, the principal or designee will provide the student:

- Notice of the student's violation of this policy;
- An explanation of the evidence regarding the behavioral violation;
- An explanation of the discipline that may be administered; and
- An opportunity for the student to share his or her perspective and provide explanation regarding the behavioral violation.