**Example 1**

**SECTION 10- Employee Safety**

A. In the maintenance of a sound learning environment, the District shall expect each employee to maintain acceptable behavior on the part of all students. Employees shall be supported as they workto enforce the school rules fairly and consistently. Such discipline shall be consistent with applicable federal and state law, District policies, and in the interest of students.

B. The District shall support employees in their effort to maintain discipline and shall give prompt response to all employees’ requests regarding discipline problems.

C. While under the supervision of an employee, any student who creates a disruption of the educational process, in violation of the building or district disciplinary standards, will be subject to discipline. Such discipline may include immediate referral to the Building Principal or their designee.

D. In instances where student behavior may warrant an emergency removal from a class, vehicle or activity, the employee will first seek approval from their immediate supervisor or building principal. If the student is removed, prior to the return of the student, the principal or principal designee shall confer with the employee about the incident and support the employee upon the return of the student.

E. If a student, who is new to working with an employee, has a documented history of behavioral concerns, prior to placement in a classroom, vehicle, or activity, the Principal shall notify the employee(s) who will work directly with the student of said history and provide the employee(s) with remedies/support necessary to insure the student’s success.

**Example 2**

**Section 6: Student Discipline**

A. Employees are expected to follow building procedures concerning student discipline. The employer shall support in following these procedures.

B. The principal or designee of each building shall, within the first month of school, distribute and explain the discipline procedures of the school building and the policy of the District relating to discipline. The Superintendent or designee shall ensure district-wide communication of said policy.

C. When known, the District shall notify the employee of the history of any student who has behavioral concerns for which the employee may be assigned to work or supervise.

D. The District shall determine and offer training, in student behavior management to employees as appropriate to their assignment.

**Section 7: Employee Safety and Security**

A. The District acknowledges the impact that serious threats and assault on employees has on the educational process and will follow the student disciplinary process in accordance with District policy and State and Federal law.

B. Should an employee be threatened with an assault or be assaulted by a student, parent or other person while on district property or during a school sponsored event, such employee shall report such threat or assault to the employee’s supervisor or designee. Following district policy and procedures the supervisor or designee shall assess the incident and inform the employee what action, if any, has been taken in response to the alleged threat or assault in accordance with State and Federal regulations.

C. The District shall report threats and assaults to the authorities as appropriate. Employees are free to exercise their personal legal rights or alternative courses of action concerning threats and assaults.

D. Employees are expected to use reasonable measures in situations involving physical threats or abuse. Employees will follow district procedures when necessary to protect themselves or others from physical injury.

E. The District shall determine and offer employees with training, support and necessary equipment to ensure the employee’s safety in the workplace.

**Example 3**

##### **Section D. Student Discipline**

* 1. **Expectation of Students:**  In the maintenance of a sound learning environment, the District shall expect acceptable behavior on the part of all students who attend schools in the District.
  2. **Fair Enforcement:** Discipline shall be enforced fairly and consistently regardless of race, creed, sex, or status. Such discipline shall be consistent with applicable federal and state laws.
  3. **District Support:** The Board and Superintendent shall support and uphold employees in their efforts to maintain discipline in the District. The authority of employees to use prudent disciplinary measures for the safety and well-being of students and employees is supported by the Board.
  4. **Reasonable Judgment Requirement**: In the exercise of authority by an employee to control and maintain order and discipline, the employee may use reasonable and professional judgment with federal and state laws or regulations. The District shall support employees in actions concerning student discipline in support of District policy, provided and then only if the employee is acting within the limits of that policy.

5. **All new and current employees shall be trained in Board Policy and District** **expectations** regarding intervention in student conduct issues. After the first training only new employees shall be trained each year. Current staff members shall receive a review of policy, procedures and expectations every two (2) years.

6. **Student Re-admittance**: At the option of employees and/or the Principal, after a student suspension or expulsion, and before re-admittance to class, the Principal or his designee in consultation with the employee shall specify the future behavior expectations of the student and may place a written record of these future behavior expectations in the student’s personnel file.

7. **District Commitment**: The administration and the school board will protect the staff and other students to the maximum extent allowable under State law.

**Example 4 : *Not recommended***

**ARTICLE 31 -- STUDENT DISCIPLINE**

A. **Maintaining Order and Discipline of Students.**

The safety of students and teachers shall be the first priority of the District. All employees shall assume the responsibility for maintaining an atmosphere that will serve to prevent undesirable conduct. To ensure that all employees are able to maintain order and discipline of students, the school district shall support and assist all employees in maintaining control of students.

All District and building policies related to student discipline shall comply with current laws of the State of Washington, including all laws regarding students with special needs. Such policies shall be interpreted to insure that the optimum learning atmosphere of the classroom is maintained, and that the highest consideration is given to the judgment of qualified certificated educators regarding conditions necessary to maintain the optimum learning atmosphere.

The disruption caused in the classroom by a student’s behavior shall be given due consideration when imposing student discipline.

B. **Student Discipline Records.**

**1. Record-Keeping.**

All buildings shall prepare and maintain individual student discipline records necessary to comply with state laws related to student discipline.

**2. Access to Student Discipline Records.**

The District shall also advise those employees working directly with a student when the District possesses information that the student's disciplinary history suggests a possible threat to the safety of others. Employees may have access to that student's disciplinary records as provided by law.

C. **Enforcement of Student Discipline.**

1. **Exclusion of Student by Teacher.**

An employee shall have the right to remove a student from class when the employee deems such action necessary to maintain order or discipline, provided that, except in emergency circumstances, the teacher shall have first attempted one or more alternative forms of corrective action. In no event shall an excluded student be returned during the balance of that class or activity period, or up to the following two days, in accordance with WAC 392-400-330(3) without the consent of the teacher, or until the principal or his or her designee and the teacher have conferred. Students may be excluded from their individual classes or activities for periods of time in excess of these time periods if such students have repeatedly disrupted the learning of other students, subject to due process rights of all students.

2. **Communication of Disciplinary Action.**

The principal shall communicate in a timely manner the disciplinary action taken by the principal to the school personnel who referred the student to the principal for disciplinary action. This communication shall occur prior to the student’s return to the teacher’s supervision.

D. **Discipline of Special Education Students.**

In instances where a special education student disrupts a regular or special education classroom in such a manner that the educational process is significantly impaired, the student shall be removed in accordance with the District Policy and Procedures Guide. Unless a special education student's I.E.P. specifically references a disciplinary problem and prescribes an approach contrary to that may be indicated by the District Policy, the standard discipline policy applies to all students.

E. **Supervision of Students.**

All children within a school building(s) attending school functions(s) during school hours and during non-school hours must be supervised. Each employee is legally responsible for the supervision of the employee's assigned group. Each employee is responsible for correcting any student(s) not properly supervised, and reporting the situation to the employee's immediate supervisor.

F. Neither the District nor any subgroup of the District will pass or maintain policy which conflicts with the employee's responsibility to maintain discipline of the students.

G. **Development and Review of Building Discipline Standards.**

1. **Building-Level.**

The principal and the certificated employees in a school building shall confer at least annually in order to develop and/or review building disciplinary standards and uniform enforcement of those standards.

2. **District Level.**

On or before September 30, of each school year, the District and the Association shall meet to develop and/or review building disciplinary standards and uniform enforcement of those standards. Such standards shall be consistent with this contract, applicable statutes, and shall not be encroached upon by the Board policy or action.

H. **Expectations of Employees in Physical Confrontations.**

The District and the Association have agreed upon the following expectations when employees find themselves facing physical confrontations:

1. Employees have a responsibility to help ensure a safe and secure environment for their students.

2. Employees are not expected to place themselves in harm's way.

3. Employees are expected to use their best professional judgment about what action to take based on their own capabilities their level of training and confidence, and the situation they are facing.

I. **Assault**

1. Assault is defined in the District Handbook or District Policy or State law.

<http://app.leg.wa.gov/rcw/default.aspx?cite=9a.36>

2. The District will take necessary and reasonable steps to protect employees who are the subjects of assaults consistent with school district policies and state law.

3. Any student found to have assaulted an employee will not be returned to the employee’s classroom or instructional area prior to the principal conferring with the teacher and in concurrence with WAC 392-400-810.

a. The principal will follow building discipline procedures as appropriate when dealing with students who commit any assault.

b. The teacher may refer the student to the Student Support Team. When appropriate, the administrator or SST will create or revise a behavior contract with the student to ensure student success.

4. In the event that a teacher or student is assaulted in the presence of other students, the building principal shall follow established discipline procedures and communicate any actions taken back to the teacher.

The affected teacher may:

a. meet with his or her supervisor within two (2) days of the incident or as soon as possible. Afterward, the employee may meet with the superintendent.

b. meet with the Special Education Director, if appropriate, within two (2) days of the incident or as soon as possible.

c. be provided access to the Employee Assistance Program

d. access District supports available and appropriate to meet student’s needs. (i.e. behavior specialists, SRO, counseling support for the class, etc.)

e. in the case of student receiving special education services, initiate the IEP review process.

f. receive additional training if requested by the teacher.

g. be provided other available assistance as needed at the time of the incident, including but not limited to leave with pay on the day of the incident which will not be charged to any accumulated leave. If needed, additional time off may be requested from the Principal in consultation with the Human Resources Department. Such leave shall not be deducted from sick or personal leave if approved by Human Resources

J. **Threats and Harassment**

1. Harassment is defined in the District Handbook or District Policy or State law.

2. In any incident of harassment, the District will follow procedures as outlined and mandated in Board Policies and Procedures, including 3207 (Harassment) and 5013 (Sexual Harassment) or any replacement policies regarding this topic. https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html

K. **Communication with Parents**

1. Communication with parents about individual student’s misbehavior in the classroom and any corrective action is the responsibility of the teacher.

2. For students referred to the office due to misconduct, the Principal will determine the communication necessary to the parent or guardian.

3. When student misconduct falls under procedures associated with Board Policy 3240, the Principal will communicate directly with the student’s parent or guardian.

4. If the student misconduct under procedures associated with Board Policy 3240 affects other students, such as when a room needs to be evacuated, the Principal will consult with the District and the teacher to determine the best method and form of communication to parents of the affected students. Communication may be by individual phone calls, robo-call, email, letter, or other means deemed appropriate at the time. Such communication will comply with Family Education Rights and Privacy Act. https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html