

PROGRESSIVE DISCIPLINE

STEP #1: All minor offenses are handled on the spot in class, halls, playground and other general areas of the school. Teacher/supervisor will have a serious talk with the student and give a verbal reminder of the expectation. Teachers/supervisors use a variety of discipline procedures including time-out, calling parents, corrective statements, point charts, stickers, praise, and proximity to name a few. Common minor offenses which teachers/supervisors should handle in this manner include:

- not having classroom materials ready: books for silent reading, pencils, assignments;
- inappropriate use of classroom materials;
- using other students' materials without permission;
- talking out during discussions;
- not raising hand;
- disrupting other students;
- not following directions;
- throwing paper in the classroom;
- chewing gum;
- minor non-compliance and disobedience.
- unexcused tardy to class

In the case of behavior which immediately threatens the safety of the student or others, the large infraction slip (or computer forms in Skyward) will be used for those offenses and the process described in step #6 will be followed.

STEP #2: Parent contact is made by the teacher/supervisor for cumulative minor offenses.

STEP #3: A pink referral slip may be issued in the case of cumulative minor offenses; when none of the interventions used in Step #1 have changed the behavior. In this case, the pink slip is used at the top level of each staff member's discipline and management interventions. Before the pink slip is issued, the teacher/supervisor would have at least clarified the expectation, given the student a warning that continuing the behavior would result in an pink slip and made contact with student's parents.

Student due process rights and parent notification rights are important when an pink referral slip is issued. Teachers/supervisors should explain to the student why the pink referral slip is being issued. Parent contact (via phone or e-mail is acceptable) should be made by the teacher/supervisor issuing the pink referral slip. The result of a pink referral slip is usually loss of recess. If desired, the staff member issuing the pink referral slip may request a principal/Dean conference with the first or second pink referral slip. The pink referral slip should be sent to the office with the student.

Common offenses for which pink referral slips are issued include:

- minor pushing, roughhousing
- cursing, swearing, profanity, obscenity
- cumulative violations of those listed in step #1
- minor lying, cheating, taking someone else's property
- inappropriate clothing

The process of issuing a pink referral slip includes:

- teacher/supervisor talks with the student
- teacher/supervisor contacts parents (usually via phone or e-mail)

- the student may be sent to the office with the pink referral slip
- the pink referral slip is sent to the office for tracking
- the principal/Dean may meet with student & assigns appropriate consequence
- the principal/Dean makes contact with parents in addition to teacher/supervisor if student is sent to the office
- if phone contact is not made, the Dean mails a copy of the referral slip home
- the student completes the assigned consequence
- the principal/Dean enters information in the computer
- the principal/Dean notes the action taken on the pink referral slip
- a copy with notes about action taken is returned to the issuing adult, a copy with notes about action taken is returned to the homeroom/classroom teacher if not issuing adult.
- the original copy with notes about action taken is filed in the office

Step #4: After Step #3 has shown to be ineffective for a student or for an offense viewed as more serious, a large infraction slip should be issued, the principal/Dean will meet with the student, contact parents and assign appropriate consequences.

Step #5: After Step #4 has shown to be ineffective for a student or for an offense viewed as more serious, appropriate actions will be taken, which may include, in school suspension, a parent conference and/or referring the student to a problem solving process such as the Teacher Assistance Team. Students with IEP's may be referred to the MDT team.

Step #6: In the case of "exceptional misconduct" and serious "immediate action required" offenses, the large infraction slip (or computer generated forms in Skyward) will be used. This includes the items listed on the Student Rights and Responsibilities sheet and defined as "exceptional misconduct" under state and federal law, school district policy and school policy. The large infraction slip would also be used for cumulative offenses in which steps #1-4 have not been effective. For cumulative offenses, all previous interventions must be documented. Suspension, emergency expulsion, and expulsion are common interventions in this case. Offenses, which should result in a large infraction slip, include:

“Exceptional misconduct” is student misconduct which (a) is a frequent occurrence, despite past attempts of district personnel to control such misconduct; or (b) is so serious in nature, or so serious in terms of the disruptive effect upon the operation of the school so as to warrant an immediate resort to a short-term or long-term suspension or expulsion.

The following acts have been identified by an ad hoc citizens committee as “exceptional misconduct”:

- being under the influence of or the use, possession, sale, offering for sale or distribution of alcohol;
- being under the influence of or the use, possession, sale, offering for sale or distribution of controlled substances, drug paraphernalia or other substances that could result in cognitive, mental, physical, or psychological impairment.
- assault or battery;
- lewd conduct; indecent exposure, use of obscenity or profanity (oral, written or gestured);
- arson;
- the use, possession, or sale of explosive devices;
- possession of firearms, weapons, or dangerous objects, including toy or facsimile weapons;
- vandalism;
- burglary;
- extortion;
- false alarms;
- robbery or theft;
- malicious mischief or endangering the health and safety of self or others;

- possession of stolen property;
- unlawful interference with or intimidation of school authorities;
- failure to submit to lawful supervisory or disciplinary authority of the district and school;
- failure to identify oneself;
- failure to submit to reasonable corrective action imposed by the district or its authorized employees;
- fighting;
- lying or misrepresentation;
- bullying, harassment or intimidation;
- forgery;
- threat;
- sexual harassment
- use of tobacco products, including possession of any form of tobacco or other smoking material; and
- commission of any act classified as a felony or gross misdemeanor under the laws of the State of Washington.
- possession of stolen property
- leaving campus
- smoking.

The process for a large infraction slip includes:

- principal/Dean talks with the student and adults – follows due process
- the student signs the infraction slip in the presence of the principal/Dean
- the action to be taken is decided and communicated to student and parent
- the offenses and actions are documented in Skyward
- the white copy is sent home, signed by the parent and returned the next day
- the principal/Dean enters information in the computer
- the pink copy is given to the teacher
- the white copy with parent signature are filed in the student file
- the yellow copy is retained by the office in the student file