



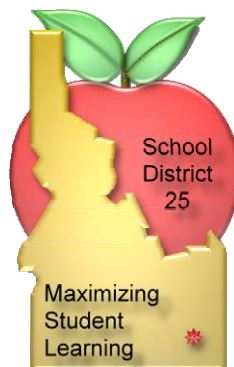
Student Discipline Handbook

*Pocatello/Chubbuck School District No. 25
Pocatello, Idaho*

*Education Center
3115 Poleline Road
Pocatello, Idaho 83201*

*Policies Adopted by Board of Trustees
July 15, 2008*

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STUDENT DISCIPLINE (Policy 8210)

The Pocatello/Chubbuck School District No. 25 Board of Trustees is committed to providing a safe, supportive and caring learning and working environment for students and staff to assure that all students meet or exceed state academic standards. In doing so, the District is further committed to working in partnership with parents and the community. In providing a safe, supportive and caring learning and working environment, the District and its schools must have a fair and consistent standard of expected student behavior and a fair and consistent standard of interventions and/or consequences that are implemented to address student behavior. Pocatello/Chubbuck School District No. 25 students are obligated to adhere to accepted standards of responsible student behavior while on school property, while participating in any school function or activity on or off school property, and while coming and going to and from school irrespective of the mode of transportation.

A respectful, balanced and restorative approach is the philosophical underpinning for this policy and the accompanying procedures. Adult decisions regarding student behavior/conduct are dependent upon the following three guiding principles:

- § **School and Community Safety** The District and its schools have a responsibility to provide a safe, supportive and orderly learning environment for all students and staff to learn and work. Further, the Board has a statutory obligation to provide a learning environment that is not detrimental to the morals, health, safety, academic learning and discipline of students.
- § **Student Accountability** When students do not behave responsibly, they must be held accountable to take ownership for their behaviors and rectify acts, be it to an individual, group of persons, or to the school.
- § **Skill/Competency Development** Students learn through an accountable process involving interventions and/or consequences. They learn to develop the skills and competencies to become more capable of making responsible decisions regarding their behavior.

Parents and the community contribute significantly to defining responsible behavior based on readily accepted social and behavior norms and standards of law. To successfully provide for school and community safety, student accountability, and skill/competency development in students, parents and the community must be partners in standing behind and supporting the work of school personnel. When there is disagreement between parents and school personnel as to whether students acted responsibly, school personnel will remain rooted in readily accepted social and behavior norms and standards of law as well as the rules, regulations and policies of the District.

Further, as school personnel are charged with the responsibility of providing for the health, safety and welfare of students within the school environment, school personnel have the latitude, without seeking parental permission, to interview children. In addition, the District will not intervene or interfere with any law enforcement investigation. Thus, law enforcement may interview children with or without the permission of their parents.

Delegation of Authority

Per Idaho Code, when students are under charge of a teacher and/or any other school personnel, the teacher and/or any other school personnel is authorized to impose any disciplinary measure, which is appropriate and in accordance with the policies and procedures on student discipline, other than in-or out-of-school suspension, or expulsion. Loss of credit can only be used as a consequence for student behavior involving cheating, plagiarism and missing assignments.

Orientation of Students and Staff

Per Idaho Code, printed copies of the Student Discipline Handbook will be made available to all District personnel, parents/guardians and students each year. Parents/guardians of a student new to the District will be given a copy of the handbook at the time of registration. At the beginning of each school year, building administrators are responsible to have a process in place for the orientation of all staff and students to the applicable District and building polices and procedures, inclusive of Student Discipline. At the beginning of each new term, building principals are responsible to have a process in place to review with students the applicable policies and procedures, inclusive of Student Discipline.

The Superintendent is charged with the responsibility of developing procedures which define responsible student behavior/conduct, interventions and consequences/discipline and for promulgating what disciplinary measures are set forth in state or federal statute.

Cross Reference:	3340	Corrective Actions and Punishment
Legal Reference:	Idaho Code '33-205	Denial of School Attendance
	Idaho Code '18-3302D	Possession of Weapons or Firearms on School Property
	Idaho Code '33-1224	Powers and Duties of Teachers
	20 U.S.C. 8921et seq.	Gun Free Schools Act
	29 U.S.C. 701	Rehabilitation Act of 1973

**STUDENT DISCIPLINE
(Procedure 8210)**

School officials shall implement Policy 8210 in accordance with the following described procedures.

Accepted Social and Behavior Norms for Student Behavior

Readily accepted social and behavior norms for responsible student behavior/conduct includes the following:

- Students are to respect themselves and others
- Students are to speak and interact with others respectfully
- Students are expected to tell the truth and take responsibility for their actions
- Students are expected to be accountable for their behavior and grow in their abilities to make responsible decisions regarding their behavior/conduct
- Students are to contribute to the safety of their school and community
- Students are to inform and ask adults for help when they anticipate or

become aware of an unsafe situation

- Students are expected to be on time to school, in classes on time and ready to work, attend classes regularly, and complete the assigned work
- Students are expected to follow District and school rules and regulations and standards of federal and state law
- Students are to treat public and private property with respect

In accordance with maintaining a respectful, balanced and restorative approach to the expectations of responsible student behavior and in accordance to the guiding principles outlined for adult decision making with respect to addressing student behavior as stated in Policy 8210, school personnel are committed to implementing a series of interventions to address irresponsible student behavior as well as consequences. At times interventions and consequences may be the same.

Jurisdiction for Action by School Officials

Students are expected to behave according to the above described norms and school officials have the authority to take disciplinary action when student behavior is contrary to the described norms while the student is within the jurisdiction of the school. That jurisdiction includes the following:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school
- Traveling to and from school or a school activity, function or event
- Anywhere, including off-campus, if the conduct may reasonably be considered threatening or intimidating to a staff member, or interfering with the school purposes of an educational function or if a sufficient nexus is established between the conduct of the student off of school property and the school/functions of the school.

Progressive Interventions and/or Consequences/Discipline

When addressing student behaviors/conduct which are contrary to readily accepted social and behavior norms, school officials generally follow a pattern of progressive discipline. However, there are times when school officials must respond to student behavior/conduct with more severe consequence/discipline other than those set forth in a pattern of progressive discipline. Likewise, an event may occur of such a serious nature that progressive discipline is inappropriate and will not be implemented. Thus, the response is up to the discretion of the school officials as to whether progressive discipline will be implemented, and if so, the nature and/or extent of such discipline. Student behaviors which may be subject to intervention and/or consequence/discipline include, but are not limited to, the following:

Elementary Student Discipline Matrix Behaviors/ Interventions/Consequences

Level 1 Behaviors	Step 1	Step 2	Step 3	Step 4
Disrespect	Parent Notification	Parent Notification	Parent Notification	Parent Notification
Discourtesy				Community Service/Restoration
Put Downs/ Insults	Community Service/Restoration	Community Service/Restoration	Community Service/Restoration	
Passive Defiant/ Insubordination	Detention	Detention	Detention	Detention
Electronic Device Violation	Refocus/Skill Development	Refocus/Skill Development	Refocus/Skill Development	Refocus/Skill Development
Profane Language/Gestures/Trash Talk/Pornography	Loss of Credit	Suspension	Suspension	Suspension
Disrupting Class		Loss of Credit		Follow Through on Academic/Behavioral Contract/Consequences
Dress Code Violation			Academic/Behavioral Contract	Classroom Intervention
Cheating			Classroom Intervention	Plan/Progress Monitoring
Plagiarism			Plan/Progress Monitoring	
Forgery				Refer to SRO
Lying			Refer to SRO	Refer to Student/Teacher Assistance Team
Minor Theft			Refer to Attendance Court	Refer to Attendance Court
Tardies/Absenteeism/Truancy			Loss of Credit	Loss of Credit

*** The response is up to the discretion of the school officials as to whether progressive discipline will be implemented, and if so, the nature and/or extent of such discipline. Student behaviors which may be subject to intervention and/or consequence/discipline include, but are not limited to, the matrix above.**

Level 2 Behaviors	Step 1	Step 2	Step 3	Step 4
Verbal Aggression/ Intimidation/Threat	Parent Notification	Parent Notification	Parent Notification	Parent Notification
Physical Aggression/Intimi dation/Threat	Community Service/ Restoration	Community Service/ Restoration	Community Service/ Restoration	Community Service/ Restoration
Active Defiance/ Insubordination	Detention	Detention	Detention	Detention
Minor Vandalism/Graffiti	Refocus/Skil l Development	Refocus/Skill Development	Refocus/Skill Development	Refocus/Skill Development
Theft	Suspension	Suspension	Suspension	Suspension
Tobacco Violation/Look a Likes			Academic/ Behavioral Contract Follow- Up	Academic/ Behavioral Contract Follow- Up
Tardies/Absenteeism/ Truancy			Classroom Intervention Plan/Progress Monitoring	Classroom Intervention Plan/Progress Monitoring
			Refer to SRO	Refer to Student/Teacher Assistance Team
			Refer to Attendance Court	Refer to SRO
				Refer to DDRC
				Refer to District Intervention Team
				Refer to Attendance Court

Level 3 Behaviors	Step 1	Step 2	Step 3
Bullying/Hazing/Initiation	Parent Notification	Parent Notification	Parent Notification
Stalking	Community Service/Restoration	Community Service/Restoration	Community Service/Restoration
Fighting			Detention
Threat/Physical Injury	Detention	Detention	Refocus/Skill Development
Harassment//Sexual Harassment	Refocus/Skill Development	Refocus/Skill Development	Suspension
Gang Related	Suspension	Suspension	Academic/Behavioral Contract Follow-Up
Activity/Symbols/Clothing	Academic/Behavioral Contract	Academic/Behavioral Contract	Classroom Intervention Plan/Progress Monitoring
Major Vandalism	Classroom Intervention Plan/Progress Monitoring	Classroom Intervention Plan/Progress Monitoring	
Computer/Technology Violation			Refer to SRO
Indecent Exposure	Refer to SRO	Refer to SRO	Refer to Attendance Court
Public Display of Affection		Refer to Attendance Court	
Tardies/Absenteeism/Truancies			

Level 4 Behaviors	Step 1
Firearms/Weapons/Explosives/Look a Likes Possession/Distribution/Influence of Drugs/Alcohol/Paraphernalia/Inhalents/Look a Likes Sexual Assault Lewd & Lascivious Conduct Aggravated Assault/Battery Life Threatening Events/Hate Crimes Tardies/Absenteeism/Truancy	Parent Notification Community Service/Restoration Suspension Detention Refocus/Skill Development Academic/Behavioral Contract Follow-Up Classroom Intervention Plan/Progress Monitoring Refer to Student/Teacher Assistance Team Refer to SRO Refer to DDRC Refer to District Intervention Team Recommend Expulsion Refer to Attendance Court

Secondary Student Discipline Matrix Behaviors/Interventions/Consequences

Level 1 Behaviors	Step 1	Step 2	Step 3	Step 4
Disrespect	Parent Notification	Parent Notification	Parent Notification	Parent Notification
Discourtesy	Detention	Suspension	Suspension	Suspension
Put Downs/ Insults	Community Service/ Restoration	Community Service/ Restoration	Community Service/ Restoration	Community Service/ Restoration
Passive/Defiant Insubordination	Loss of Credit	Refer to Student Asst. Team for Skill Development	Academic/ Behavioral Contract	Academic/Behavioral Contract Follow-Up
Electronic Device Violation	Loss of Participation in Student Activity/ Athletics	Loss of Credit	Refer to Friday Night/Saturday School	Refer to Friday Night/Saturday School
Profane Language/Gestures/Trash Talk/ Pornography		Loss of Participation in Student Activity/ Athletics	Refer to Student Asst. Team for Skill Development	Refer to Student Asst. Team for Skill Development
Disrupting Class/Refusal to Work			Refer to DDRC	Refer to DDRC
Public Display of Affection			Refer to SRO	Refer to SRO
Dress Code Violation			Loss of Credit	Loss of Credit
Cheating			Loss of Participation in Student Activity/ Athletics	Loss of Participation in Student Activity/ Athletics
Plagiarism				
Forgery				
Lying				
Minor Theft				
Tardies/ Absenteeism/ Truancy				

*** The response is up to the discretion of the school officials as to whether progressive discipline will be implemented, and if so, the nature and/or extent of such discipline. Student behaviors which may be subject to intervention and/or consequence/discipline include, but are not limited to, the matrix above.**

Level 2 Behaviors	Step 1	Step 2	Step 3	Step 4
Aggression/Intimidation/Threat	Parent Notification	Parent Notification	Parent Notification	Parent Notification
Physical Aggression/Intimidation/Threat	Suspension	Suspension	Suspension	Suspension
Pushing	Community Service/Restoration	Community Service/Restoration	Community Service/Restoration	Community Service/Restoration
Active Defiance/Insubordination	Refer to Student Asst. Team for Skill Development	Refer to Friday Night/Saturday School	Refer to Friday Night/Saturday School	Refer to Friday Night/Saturday School
Minor Vandalism/Graffiti	Loss of Participation in Student Activity/Athletics	Refer to Student Asst. Team for Skill Development	Refer to Student Asst. Team for Skill Development	Refer to Student Asst. For Skill Development\
Theft		Refer to SRO	Academic/Behavioral Contract	Academic/Behavioral Contract Follow-Up
Tobacco Violation/Look a Likes		Loss of Participation in Student Activity/Athletics	Refer to DDRC	Refer to DDRC
Tardies/Absenteeism/Truancy			Refer to SRO	Refer to SRO
			Loss of Participation in Student Activity/Athletics	Loss of Participation in Student Activity/Athletics

Level 3 Behaviors	Step 1	Step 2	Step 3
Bullying/Intimidation/Hazing/Initiation/Extortion/ Stalking Fighting Threat/Physical Injury Harassment//Sexual Harassment Indecent Exposure Gang Related Activity/Symbols/Clothing Major Vandalism Computer/Tech-nology Violation Tardies/Absenteeism/T ruancies	Parent Notification Suspension Community Service/Restoration Refer to Friday Night/Saturday School Refer to Student Asst. Team for Skill Development Academic/Behavioral Contract Refer to SRO Loss of Participation in Student Activity/Athletics	Parent Notification Suspension Community Service/Restoration Refer to Friday Night/Saturday School Refer to Student Asst. Team for Skill Development Academic/Behavioral Contract Refer to SRO Loss of Participation in Student Activity/Athletics	Parent Notification Suspension Community Service/Restoration Refer to Student Asst. Team for Skill Development Academic/Behavioral Contract Follow-Up Refer to DDRC Refer to SRO Loss of Participation in Student Activity/Athletics

Level 4 Behaviors	Step 1
Firearms/Weapons/Explosives/Lo ok a Likes Possession/Distribution/Influence of Drugs/Alcohol/Paraphernalia/Inhalants/Look a Likes Sexual Assault Lewd & Lascivious Conduct Aggravated Assault/Battery Life Threatening Events/Hate Crimes Tardies/Absenteeism/Truancy	Parent Notification Suspension Community Service/Restoration Refer to Student Asst. Team for Skill Development Academic/Behavioral Contract Follow-Up Refer to DDRC Refer to SRO Recommend Expulsion Loss of Participation in Student Activity/Athletics

Other interventions and/or consequences which may be applied at the discretion of school officials may include the following:

- Parent involvement as detailed
- Problem solving skills
- Referral to specialized support systems or programs in place in the schools
- Anger management training
- Counseling for parent/students as funded and provided by the District
- Referral for counseling for parent/students not funded or provided by the District
- Internal evaluations as funded and provided by the District
- Referral for evaluations not funded or provided by the District
- Restitution for damages
- Loss of student privileges
- Loss of bus privileges
- Time out
- Mediation
- Notification of probation officer

Prohibition of Corporal Punishment

Corporal Punishment is any physical penalty inflicted upon a student as a form of punishment for any violation of rules, regulations, or protocol of a school. No person who is employed or engaged by the District may inflict corporal punishment or cause corporal punishment to be inflicted on a student. Corporal punishment does not include reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense. District personnel are permitted to use reasonable force as needed to maintain safety for other students. School personnel, or other persons, or for the purpose of self-defense.

Definitions

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, and/or expulsion in accordance to the following definitions:

- **Conduct** is the vocabulary word utilized in the statute to describe student behavior. For the purpose of this policy and procedure behavior means the same as conduct.
- **Discipline** is the vocabulary word utilized in the statute to describe student intervention and/or consequence. For the purpose of this policy and procedure intervention and/or consequence mean the same as discipline. It is a system of behavior management directed toward the control of a student(s) and toward development of student responsibility for self-control.
- **Detention** is the act of delaying a student from engaging in the normal routine for a defined period of time in a specified location with supervision. Parents are to be notified prior to requiring after school detention for a student.
- **Temporary Suspension** (in-and out-of-school) is the per incident exclusion from school or individual classes for a specific period of up to five (5) school days. Building administrators may temporarily suspend a student for up to five (5) school days. Students under in-school suspension should be kept under close supervision at all times during the suspension. In-school suspension should be used when the principal or designee determines that it is in the best interest of the

student and the educational program. Out-of-school suspension should be used for the purpose of:

1. Protecting the student or other students from the results of misbehavior.
 2. Providing an interim time between disruptive behavior and resuming school attendance.
 3. Requiring a conference of parent (s) / guardian (s) with school officials.
 4. Denying attendance while awaiting results of expulsion procedures.
- **Extended Temporary Suspension** (in-and out-of-school) is the per incident exclusion from school or individual classes for an additional ten (10) school days. Only the Superintendent (or the Board) can extend an initial temporary suspension.
 - **Prolonged Temporary Suspension** (in-and out-of-school) is the per incident exclusion from school or individual classes for an additional five (5) school days. Only the Board can extend a temporary suspension for an additional five (5) days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other students' health, welfare, or safety.
 - **Expulsion** is the exclusion from school. Only the Board has the authority to expel or deny enrollment to any pupil who is an habitual truant, who is incorrigible, whose conduct is such to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school district in the State of Idaho or any other state.
 - **Discipline** constitutes all other forms of corrective action and/or punishment, including brief exclusions from a class and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all work is performed.
 - **District Discipline Review Committee (DDRC)** is comprised of designated school officials whose purpose is to hear various student cases of misconduct as referred by the building administration and assign consequence/discipline in a fair and consistent manner throughout the District.

Except in extreme cases where a student's behavior is of such a significant nature that his/her absence from school is necessary and/or appropriate, students will not be expelled unless other forms of intervention, corrective action and/or consequence have failed, or unless there is good reason to believe that other forms of intervention, corrective action and/or consequence would fail if employed. Suspensions and expulsions shall be used only for instances of serious student misbehavior.

Students with Disabilities and Disciplinary Action

Students with disabilities may also be suspended under these same rules if the suspension will not constitute a change in placement. If a student with a disabling condition accrues ten (10) or more days of suspension per incident, the Individualized Education Program (IEP) team who has knowledge of the student's disabling condition will determine if there is a direct or substantial relationship between the student's disabling condition and the student's misconduct. If such a relationship exists, the student's

educational placement may not be changed without parental approval or a court order, pending a due process hearing under IDEA.

Likewise, before a recommendation on the expulsion of a student with a disability is submitted to the Board, the IEP team must meet to determine if there is a direct relationship between the disability and the student's misconduct. The Board shall consult legal counsel before expelling any student with a disability.

When a student with a disability is acting in such a way that he/she poses a danger to himself/herself or another student or property, or substantially disrupts his/her educational program or that of other students, an emergency suspension may take place. Emergency suspensions may not last longer than ten (10) school days. The principal shall convene the IEP team for reviewing the student's record before the student is readmitted to school, but no later than the tenth (10th) day of suspension.

Notification of Other Authorities Regarding Student Expulsion

Once a student is expelled in compliance with District policy, the expulsion shall be brought to the attention of appropriate local or state authorities as required by applicable provisions of the Idaho Code, in order that such authorities may address the student's needs.

Exclusion from School Discipline for Acts Outside the Jurisdiction of School Personnel

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

Student Due Process Rights

When dealing with student discipline, school officials are accountable to ensure that each student is afforded his/her due process rights in accordance with law. Those rights include notice of the offense with a description of the student's alleged conduct and an opportunity to be heard with respect to the offense.

Procedures for Suspension

When suspending a student for at least one (1) day school officials are to proceed in accordance with the following:

- When safety is not in question and prior to the suspension the principal shall grant the student an informal hearing on the reasons (allegations and reasons) for the suspension and the opportunity to challenge those reasons.
- When safety is in question and the student's presence poses a continuing danger to persons, property or an ongoing threat of disruption to the educational process, the student shall not be provided a conference but shall be immediately removed from the school setting. In such cases, the notice and conference shall follow as soon as possible.
- Any student suspension shall be reported immediately to the student's parents or legal guardian. A written notice of suspension shall be sent to the parents/legal guardian and Elementary/Secondary Director stating the reason(s) for the suspension, including any school policy, procedure, rule or regulation which was violated, and a notice to the parent or legal guardian of the right to review the suspension.

- Upon request of the parents/legal guardian, a review of the suspension shall be conducted by the building administrator who suspended the student. At the review, the student and parent/legal guardian have the right to be heard. The building administration will also review the circumstances surrounding the suspension. Once the review is complete, the building administrator will either uphold the decision for suspension and/or make any other determination and inform the student and parents/legal guardians in writing.
- Pending the outcome of the review, the student and parents/legal guardians are afforded appeal rights to the Elementary/Secondary Director. Upon request of the student and parents/legal guardians, the Elementary/Secondary Director shall schedule a review of the suspension. At the review, the student and parent/legal guardian have the right to be heard. The Elementary/Secondary Director will also review the circumstances surrounding the suspension based on the information from the principal. Once the review is complete, the Director will prepare a written decision to be sent to the student and parents/legal guardians and the building administrator.
- Pending the outcome of the review, the student and parents/legal guardians have further appeal rights to the Superintendent and then to the Board of Trustees. The same process outlined above shall be followed.
- If the building administrator's suspension of the student is to be extended beyond the five (5) day limit by the Superintendent and/or the Board of Trustees, written notice of that extension will be sent to the student and parents/legal guardian and building administrator.
- Students who are absent as a result of an out-of-school suspension do have the right to make up the work missed, within five (5) days after returning to school.
- Students who are suspended from school will not be sent home unless parents/legal guardians are home, and/or have been notified that the student is leaving school. When parents/legal guardians cannot be contacted to notify them that their student is being suspended, the student will be in-school suspended, under supervision, until such time as the parents/legal guardians are contacted or until the end of the school day when the student will be permitted to go home. Parents/legal guardians are to be notified of the suspension prior to the next school day.
- When a student is suspended the building administrator will make a notation in the student's discipline record of the suspension, the reason for the suspension, term of suspension, and that the parents/legal guardians have been notified.
- A student who is suspended from school will not be permitted on or around school property during the term of the suspension from school. Being on or around school property may result in a recommendation for expulsion and/or a citation for trespass.

Procedures for Expulsion

When expelling a student from school the Board of Trustees proceeds in accordance with the following:

- The student and parents/legal guardians shall be provided written notice through registered or certified mail of the expulsion hearing as set to consider the recommendation for expulsion in a reasonable time frame before the scheduled hearing. The notice shall include the grounds for the proposed expulsion, the time and place of the hearing,

information describing the process to be used to conduct the hearing, including the rights of the student to be represented by counsel, to produce witnesses and submit documentary evidence and the right to cross-examine adult witnesses who testify against the student

- When an expulsion hearing must be conducted during the student's time of suspension, the parents/legal guardians may submit a written request to reschedule the hearing by showing good cause to the Superintendent at least two (2) school days prior to the date of the originally scheduled hearing. The Superintendent shall determine if the request shows good cause.
- At the hearing, the student may be represented by counsel, present witnesses and other evidence, and cross-examine adult witnesses. Formal rules of evidence are not binding on the Board.
- If through the hearing process, the Board of Trustees expels a student from school, the student and parents/legal guardians will receive written notification either through certified or registered mail of the expulsion, term of expulsions and any other detail surrounding the expulsion.
- When a student is expelled from school, the building administrator will make arrangements with the student and parents/legal guardians for withdrawal from school, inclusive or the return of any school property and the return of any of the student's personal property.
- When a student is expelled from school, the building administrator will make a notation in the student's discipline record of the expulsion, the reason for the expulsion, term of expulsion, and that the parents/legal guardians have been notified.
- A student who is expelled from school will not be permitted on or around school property during the term of the expulsion from school. Being on or around school property may result in a citation for trespass.

Due Process Procedures for Students with Disabilities

The District shall comply with the provision of the IDEA when disciplining students who are subject to an Individualized Education Plan. No special education student shall be expelled if the student's conduct is a manifestation of the student's disability. Any special education student whose conduct is not a manifestation of the student's disability may be expelled pursuant to expulsion procedures, except that the student with a disability shall continue to receive educational services in accordance with the IDEA during such period of suspension.

A special education student who carries or possesses a weapon; knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance; or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the District may be removed from the student's current placement. The student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) school days in accordance with the IDEA.

Readmittance to School Following Expulsion

An expelled student and his/her parents/legal guardians may request a readmittance hearing to be held before the Board of Trustees. To do so, the student/parents/legal guardians shall submit a written request for a reinstatement hearing to the Superintendent. Following a request for a hearing, and the appropriateness of the request, given the conditions of the expulsion, the Superintendent will schedule a reinstatement hearing for the student and parents/legal guardians before the Board of Trustees. Written notice of the hearing will be given in the same manner as notice of an expulsion hearing. The hearing will be conducted in the same manner as an expulsion hearing. Written notice of the decision will be provided to the student and parents/legal guardians following the hearing through either certified or registered mail.

Legal Reference:

20 U.S.C. 1400 et seq. Individuals with Disabilities

Education Act

Idaho Code §33-205

Denial of School Attendance

Idaho Code §33-512

Governance of Schools

Appendix

DEFINITIONS - This list of definitions is not intended to be all encompassing of every potential student behavior.

Bullying - Intentional, repeated hurtful acts, words or other behavior such as name-calling, threatening and/or shunning committed by one or more persons against another.

Discipline Report's - Written reports (District Discipline Referral Form) required by the District in all instances of major disciplinary action.

Disrespect - Actions which shows a lack of respect for others, rudeness, lack of courtesy; action which is directed toward school

personnel or other students in an attempt to destroy a supervisor's control and/or to belittle or make fun of another person. Disrespect can be shown through a person's language or by physical actions.

Drugs - Any substance other than air, water, or food that by its chemical nature affects the body structure or function and can produce changes in a person's physical or mental feelings.

Drug Abuse - The persistent and/or excessive self-administration of any drug which may result in psychological or physiological dependency.

Firearms - (A) any weapon which will or is designed to or may readily be converted to expel a projectile (B) the frame or receiver or any such weapon; © any firearm muffler or firearm silencer; or (D) any destructive device. (The term "destructive device" means - any explosive, incendiary, or poison gases).

Harassment - Harassment includes conduct whether verbal, written, graphic, or physical relating to student's race, national origin, color, disability, or sex that is sufficiently severe, pervasive or persistent.

Insubordination/Willful Disobedience - Refusal of a student to honor or submit to a reasonable request by a supervisor. Insubordination may be an overt act or communicated by passive behavior. Any open or bold resistance to authority, harassment, or intimidation, verbal or non-verbal, which challenges a supervisor's position or control and causes disruption or obstruction of any function or process.

Loitering - The act of a person being on, in, or around school premises or public property, including in parked vehicles, for the purpose of being idle, wandering, lingering, playing, or dawdling without some lawful business therein or thereabouts, or in connection with the school or school employees.

Parent (s) / Guardian (s) - The person (s) having legal custody of the student.

Profanity/swearwords - Use of profane and/or obscene language. (Written, oral, or gestures.)

Students - Any person enrolled in School District No. 25.

Supervisor - Any employee of School District No. 25, or a volunteer working under the direction of an employee of School District No. 25, who is responsible for the conduct of students or who comes in contact with students in a school setting or function with opportunity to observe them when they are not under direct supervision of another supervisor.

Truancy - Any absence from class without knowledge and permission of parent(s)/ guardian(s) and/or school authority; leaving school without permission, after reporting to school; leaving class or other assigned location without permission; or absences, even with approval of parent(s)/ guardian(s), which are excessive and/or interfere with the student's educational program.

Vandalism - Intentionally causing damage, defacement, or destruction of property owned or under the lawful control of another without that person's consent.

Weapon - In the Pocatello/Chubbuck School District, a weapon is defined as follows: firearms, (real or play), all knives, or other dangerous devices that may reasonably be construed to be a danger. Weapons are not allowed on school property (including bus stops and District transportation).

ATTENDANCE (Policy 8130)

The Pocatello/Chubbuck School District No. 25 Board of Trustees has made it a goal to provide a safe, supportive and caring learning and working environment for students and staff to assure that all students meet or exceed state academic standards. In doing so, when practicable, the District desires to work in partnerships with parents and the community. To assist in meeting the goal of providing a safe, supportive and caring learning and working environment in which all students succeed academically, the District and its schools expect parents/legal guardians to have their children daily in attendance and on time. Parents/legal guardians and students are expected to make every effort to maximize student attendance and to minimize student absences and student tardiness. School officials will attempt to inform parents/legal guardians of student absences.

Parents/Legal Guardians Responsibility to Inform School Regarding Student Absences

Parents/Legal Guardians are expected to contact school officials when their children are to be absent. When parents/legal guardians know about an absence in advance of the event/day, they are asked to pre-notify school officials.

Attendance Records

School officials are responsible for maintaining a comprehensive system of student attendance records, inclusive of daily attendance records for each student. Teachers are responsible for accurate reporting of daily student attendance. Building administrators are responsible for submitting accurate attendance information to the Superintendent.

Reporting Absences

School officials shall record student absences according to the following protocols:

- Excused
- Unexcused/Truant
- Medical
- Legal
- Homebound
- School Related
- Suspension

Definitions

Truancy is a condition for which a student is unaccounted during the assigned school day.

Consequences for Lack of Attendance

School officials expect parents/legal guardians to have their children daily in attendance and on time. The officials will consider a student's lack of attendance as habitual truancy and will take disciplinary action, inclusive of suspension, a recommendation for expulsion and a referral to Attendance Court. Should a student be under the jurisdiction of juvenile authorities, a lack of attendance shall be reported to the student's probation officer and/or the juvenile court.

Student Absences at the Elementary Level

Regular daily attendance is expected for all students in the elementary schools. Following the fifth (5) absence, school officials will send a letter to the parents/legal guardians notifying them of the absence and the student's need to be in school.

If a student is absent for a tenth (10) day of school, school officials will contact the parents/legal guardians to discuss the circumstances of the absences and applied or future interventions and consequences. A follow-up letter will be sent to the parents/legal guardians.

For any student absences that exceed eleven (11) days but do not exceed fifteen (15) days, school officials will convene a meeting of the Building Attendance Committee to discuss the circumstances of the absences, applied or future interventions and consequences, and the student's academic record. The student and his/her parents/legal guardians are expected to be present for the Building Attendance Committee discussion. School officials will send a follow-up letter to the parents/legal guardians addressing the stated outcomes of the meeting.

For any student absences that reach an eighteenth (18) day, the student may be considered habitually truant and referred to Attendance Court, SRO or local police department.

Student Absences at the Secondary Level

Regular daily attendance is expected for all students in the secondary schools. Once a student is absent for a ninth (9) time in any semester class or for a seventh (7) time in any trimester class, exclusive of school related absences, school officials may consider the student as habitually truant and refer the student for intervention and/or consequence inclusive of suspension, a recommendation for expulsion and a referral to Attendance Court.

Interventions/Consequences for Truancy Due to Unexcused Absences at the Secondary Level

Students have three (3) school days following any unverified absence to have that absence verified by parents/legal guardians. Following the three (3) day time period, any unverified absence shall be considered a truancy unless special circumstances are determined by administration. For a first (1) truancy school officials will assign consequences and parents/legal guardians will be notified in writing of the truancy and the consequences.

For a second (2) truancy, school officials will assign the student to Friday Night/Saturday School for an assessment and intervention. Parents/legal guardians will be notified in writing of the truancy and consequence/discipline. Students who do not attend Friday Night/Saturday School will be referred as habitually truant to the SRO for an Uniform Citation.

For a third (3) truancy, school officials will assign the student and parents/legal guardians to attend a counseling session at Friday Night/Saturday School. Parents/legal guardians will be notified in writing of the truancy and consequences. Students who do not attend

Friday Night/Saturday School will be referred as habitually truant to the SRO for an Uniform Citation.

For a fourth (4) truancy due to unexcused absences, school officials will refer the student as habitually truant to the SRO for an Uniform Citation. The citation will require the student and parents/legal guardians to appear in court. Parents/legal guardians will be notified in writing of the truancy and court referral.

For any subsequent truancy (5 or more) due to unexcused absences, school officials will refer the student as habitually truant to the SRO for an Uniform Citation and referred to the District Discipline Review Committee for disciplinary action.

Interventions/Consequences for Truancy Due to Number of Absences at the Secondary Level

When a student reaches the tenth (10) absence in a class, it shall be considered as a first (1) truancy. School officials shall conference with the student about any unusual circumstances surrounding the absences. If special circumstances are designated, they will be noted in a student attendance contract and entered into the student records system.

If no special circumstances are designated, that will be designated in a student attendance contract and entered into the student records system. In the student attendance contract, school officials will assign consequences for the first (1) truancy and parents/legal guardians will be notified in writing of the truancy and the consequences.

When a student is absent for an eleventh (11) time, he/she will be considered truant for a second (2) time. School officials will assign the student to Friday Night/Saturday School for an assessment and intervention. The assessment will consider the conditions surrounding the truancy and the student and parents/legal guardians may be referred to juvenile probation for intervention services. Parents/legal guardians will be notified in writing of the truancy and consequences. Students who do not attend Friday Night/Saturday School will be referred as habitually truant to the SRO for an Uniform Citation.

When a student is absent for a twelfth (12) time, he/she will be considered truant for a third (3) time. School officials will assign the student and parents/legal guardians to attend a counseling session at Friday Night/Saturday School. Parents/legal guardians will be notified in writing of the truancy and consequences. Students who do not attend Friday Night/Saturday School will be referred as habitually truant to the SRO for an Uniform Citation.

When a student is absent for a thirteenth (13) time, he/she will be considered truant for a fourth (4) time. School officials will refer the student as habitually truant to the SRO for an Uniform Citation. The citation will require the student and parents/legal guardians to appear in court. Parents/legal guardians will be notified in writing of the truancy and court referral.

For any student having subsequent truanities (5 or more) due to further absences, school officials will refer the student as habitually

truant to the SRO for an Uniform Citation and refer to the District Discipline Review Committee for disciplinary action.

Any student who exceeds the age of eighteen (18) can no longer legally be termed habitually truant. Thus, truancy will be addressed in accordance with disciplinary procedures.

Student Tardiness

Definitions

Tardiness is a condition for which a student is unaccounted for during a brief portion of the assigned school day. Corrective action for student tardiness is within the scope of student discipline. Should a student be under the jurisdiction of juvenile authorities, student tardiness shall be reported to the student's probation officer.

Student Tardiness at the Elementary Level

When an elementary student is tardy two (2) to five (5) times, the classroom teacher shall contact the student's parents/legal guardians and develop a plan to address the tardiness. The teacher shall also notify the building administrator.

When an elementary student is tardy six (6) to eight (8) times, the building administrator or designee shall notify the parents/legal guardians in writing of the student's tardiness and address a plan to correct the tardiness.

When an elementary student is tardy ten (10) times, the building administrator or designee shall notify the parents/legal guardians in writing. The student may be assigned to a supervised after school detention session. The building administrator shall assign the student a first (1) truancy.

When an elementary student is tardy fifteen (15) times, the building administrator shall notify the parents/legal guardians in writing and the student shall be assigned a second (2) truancy. The building administrator will request parents/legal guardians to attend a truancy meeting at the school in order to resolve the matter of tardiness. The student may be referred to Attendance Court, SRO or local police department as habitually truant.

When an elementary student is tardy twenty (20) times, the building administrator shall notify the parents/legal guardians in writing and the student shall be assigned a third (3) truancy. The student shall be referred to Attendance Court, SRO or local police department as habitually truant.

An elementary student who continues to be tardy will be issued a fourth (4) truancy and shall be referred to Attendance Court. Parents/legal guardians will be notified in writing.

Student Tardiness at the Secondary Level

Students who arrive to class late disrupt the learning environment of the classroom. Any student who is tardy beyond the first fifteen (15) minutes of class shall be reported as absent. Teachers are responsible for monitoring and recording student tardiness.

The first (1) time a student is tardy per semester/trimester, the teacher shall warn the student about the disruption and inform the student the teacher will contact the student's parents/legal guardians for a second (2) tardy.

For a second (2) tardy, the teacher shall contact the student's parents/legal guardians.

For a third (3) tardy, the teacher shall assign the student a detention with the teacher, notify the parent/legal guardian and have the student sign an attendance contract for that class which specifies attendance expectations and future consequences for continued tardies.

For a fourth (4) and fifth (5) tardy, the teacher shall refer the student to the administration who will take further disciplinary action and contact the parent/legal guardian.

Upon the fifth (5) tardy, the teacher shall refer the student to the administration who will notify the SRO of the student's habitual truancy status and request an Uniform Citation for Attendance Court. The building administration will notify parents/legal guardians.

Student Sign In and Sign Out

Other than at the regular beginning of the school day and at the regular end of the school day, all students shall sign in and out of the school office if students are to leave school for any part of the school day. Students will only be permitted to sign in and out with parent's/legal guardian's permission. Whenever possible, parents/legal guardians are asked to pre-arrange permission for student sign in and out. Further, when parents/legal guardians check their children out of school during the school day, they are to come into the office to meet their children and to come into the office when returning them to school.