

**This Procedure was replaced by Procedure 3202, 4.17.2018**

This procedure sets forth conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations.

**RESPECT FOR THE LAW AND THE RIGHTS OF OTHERS**

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, local ordinances and laws, policies of the Olympia School District, and rules established by individual schools. The student shall respect the rights of others while in school, on school property (and reasonable proximity thereto), at school activities, on district provided transportation or otherwise under school authority. Students who are involved in criminal acts on school property, off school property at school supervised/sponsored events, or off school property—and which acts have detrimental effect upon the maintenance and operation of the schools or the district—are subject to disciplinary action by the school and prosecution under the law.

**COMPLIANCE WITH RULES**

All students shall comply with the written rules and regulations established for the orderly operations of the schools or the district and the reasonable requests, instructions and directives of district personnel. For purposes of Policy 3200 and this procedure, the term “district personnel” includes adults authorized by the district to supervise student activities. Failure to do so shall be cause for disciplinary action.

**SPECIFIC PROCEDURES**

These procedures are intended to provide a measure of consistency among all schools, while permitting flexibility to impose alternatives as individual circumstances warrant.

**NON-DISCRETIONARY DISCIPLINE**

**ALCOHOL AND OTHER DRUGS**

The district recognizes the dual responsibility to establish specific disciplinary procedures in relation to student alcohol and other drug use and to support alternatives for helping students and their families.— The district is a state certified chemical dependency out-patient treatment agency and employs licensed chemical dependency professionals to provide assessments, substance use testing, direct counseling services, support services to those in recovery, and referrals to community agencies for intensive treatment services.—

Being under the influence or showing signs/ symptoms of having used, being in possession, distributing or selling any narcotic drug, alcohol or other controlled substance not prescribed for the student, purported controlled substances, marijuana, paraphernalia (or that which purports to be), or other substances intended to alter mood will be grounds for long term suspension or expulsion.—

District staff having cause to believe a student is under the influence, in possession, is distributing or selling alcohol and/or other drugs shall immediately report the student to their building administrator.

Upon receiving a report that a student may be in possession, under the influence of alcohol or other drugs, shows evidence of having used alcohol or other drug, or is in possession of alcohol or other drug paraphernalia, is involved in distribution or sale the principal or designee must immediately meet with

the student and conduct an initial screening to include:

- 1) Assessment of physical symptoms.
- 2) Questioning of student regarding possible use, and/or possession
- 3) Request additional screening to be conducted by the District Chemical Dependency Professional, school nurse, and/or law enforcement.

If screening results indicate alcohol or drug use and/or possession, the principal or designee must contact appropriate law enforcement, the District Chemical Dependency Professional and the parent/legal guardian. In implementing this procedure, the principal or designee will coordinate all efforts with law enforcement officials and the District Chemical Dependency Professional.

If possession, use, or distribution and/or sale are confirmed, discipline policies and procedures must be followed.

**MINIMUM CONSEQUENCES**

Level of offenses are considered cumulative within and between educational levels; e.g., first offense occurs at the middle level, the student is found in violation of policy at the high school level this offense becomes the student's second offense.

**First Offense:**

- Elementary
- 1) Notifications.
  - 2) Discipline action handled on an individual basis.

- Middle School
- 1) Emergency Expulsion.
  - 2) Immediate referral to law enforcement.
  - 3) Long Term Suspension of fifteen (15).

- High School
- 1) Emergency Expulsion.
  - 2) Immediate referral to law enforcement.
  - 3) Long Term Suspension of fifteen (15) days.

**Second Offense:**

- Elementary
- 1) Notifications.
  - 2) Emergency Expulsion.
  - 3) Discipline action handled on an individual basis.

- Middle School
- 1) Emergency Expulsion.
  - 2) Immediate referral to law enforcement.
  - 3) Long Term Suspension of forty five (45) days.

- High School
- 1) Emergency Expulsion.
  - 2) Immediate referral to law enforcement.
  - 3) Long Term Suspension of forty five (45) days.

**Third Offense:**

- Elementary
- 1) Notifications.
  - 2) Emergency Expulsion.

~~\_\_\_\_\_ 3) Additional disciplinary action handled on an individual basis.~~

~~Middle School \_\_\_\_\_ 1) Emergency Expulsion.~~

~~\_\_\_\_\_ 2) Immediate referral to law enforcement.~~

~~\_\_\_\_\_ 3) Expulsion to ninety (90) days.~~

~~High School \_\_\_\_\_ 1) Emergency Expulsion.~~

~~\_\_\_\_\_ 2) Immediate referral to law enforcement.~~

~~\_\_\_\_\_ 3) Expulsion to ninety (90) days.~~

~~Sale, distribution, trade or transfer of alcohol, narcotic drugs, controlled substances, and/or paraphernalia (or that which purports to be) must be referred to the appropriate law enforcement agencies and will result in disciplinary actions up to, and including, immediate expulsion.~~

~~At both the high school and middle school levels, the term of the suspension may be reduced to no fewer than five (5) days for the first offense and fifteen (15) days for the second offense if the student provides evidence of having scheduled and undergone a complete chemical dependency assessment, conducted by a licensed chemical dependency professional, and having complied with all recommendations. Failure to complete a chemical dependency assessment and to comply with all recommendations shall be grounds for reinstating the full term of the initial suspension.~~

~~If the student and/or parent/legal guardian chooses to have an assessment, the student and/or parent/legal guardian is responsible for all expenses incurred. The student and/or parent/legal guardian will be responsible for any expenses incurred for any treatment, counseling or laboratory procedures recommended in the assessment or by the district chemical dependency professional.~~

#### **~~ADDITIONAL NON-DISCRETIONARY DISCIPLINE~~**

~~Non-Discretionary/Exceptional misconduct means misconduct which the district as judged to be so serious in nature and/or disruptive to the operation of the schools to warrant immediate long term suspension or expulsion. These acts are listed in Policy 3200 as "exceptional misconduct".~~

~~When "exceptional misconduct" occurs, the building administrator shall immediately contact law enforcement and, if involving an athlete, the site athletic director. While a progressive discipline system is supported, the building administrator may immediately impose long term suspension or expulsion for students found in violation of non-discretionary/exceptional misconduct. In addition, building administrators should determine whether restitution for damage or injury should be considered.~~

#### **~~DISCRETIONARY DISCIPLINE~~**

~~Those acts of misconduct not marked in Policy 3200 as "exceptional misconduct" may result in disciplinary action up to and including short term suspension.~~

#### **~~IMPLEMENTING SANCTIONS~~**

~~In all cases where sanctions are imposed, administrators may consider any alternative form of corrective action including programs to lessen the time of exclusion from class attendance which have been approved by the Board of Directors and/or Superintendent. School administrators are expected to use~~

**POLICIES & PROCEDURES**  
**POLICY SECTION 3000 - STUDENTS**

**PROCEDURE 3200P**

~~their professional judgment and experience when assigning student sanctions and will, to the best of their abilities, apply these sanctions to all similarly situated students in a fair and equitable manner. The administrator's judgment and discretion will carefully balance their duty to maintain order and discipline in a safe school environment conducive to student learning and long term success.~~

*Procedure Established*      *February 11, 2002*  
*Revised*                      *June 24, 2008*  
*Revised*                      *June 20, 2011*  
*Revised*                      *August 15, 2016*