

**EUGENE PUBLIC SCHOOLS**  
**School District 4J, Lane County**  
**Eugene, Oregon**

**STUDENT DISCIPLINE**

**Discipline of Students - School Board Policy JG**

A balance of student rights and responsibilities is necessary in each school and classroom to assure an atmosphere which is conducive to learning and which assures the safety and welfare of students and school personnel. The Board believes that an educational program designed to meet the learning needs of the students and to produce constructive behavior and self-discipline is the best approach for resolving discipline problems. Disciplinary actions by school personnel will be most effective when applied fairly and consistently and when students and their parents understand the methods and reasons for disciplinary measures.

Specific rights and responsibilities of students have been adopted by the Board and shall be widely publicized in School District 4J. (See Student Rights and Responsibilities Handbook.) The Superintendent is responsible for developing procedures to implement this policy.

**Duties of Students - School Board Policy JFA**

Students' conduct in School District 4J shall be based on respect and consideration of human rights. All students are required to:

1. Obey the statutes of the state of Oregon and ordinances of the city of Eugene and of Lane County.
2. Comply with the written rules of the Board of Directors as specified in the Student Rights and Responsibilities Handbook (published by the district), pursue the prescribed course of study, and submit to the lawful authority of teachers and school officials.
3. Behave in a socially acceptable manner, which includes avoiding the use of obscene or profane language, treating other people fairly, refraining from racial or sexual harassment or discrimination by words or actions or placing another person or person's property in reasonable fear of harm, respecting personal and public property, and refraining from physical aggression.
4. Obey the rules and regulations developed in their school.

Students who violate these requirements and do not control their behavior will be subject to the enforcement of consequences necessary to develop or maintain the expected behavior or be liable for expulsion from school.

Before any consequence for unacceptable conduct is enforced, the student shall be informed of what he or she has done which has brought about the consequence, and the student shall be given an opportunity to explain his or her conduct.

Students may face disciplinary consequences for conduct that occurs off the school premises at school-related or supervised functions and at a school bus stop, including (1) behavior that occurs while traveling to and from school if the behavior has a threatening effect on student safety or physical or mental health or (2) any off-campus behavior that would otherwise tend to substantially disrupt the educational process or the operation of the school or district.

Consequences for unacceptable behavior will always be appropriate to the student's age, physical condition, developmental capacities, and the nature of the misconduct. Psychologically hurtful consequences such as ostracism, ridicule, or rejection shall never be used, and corporal punishment will not be used. Suspension or expulsion may be used, subject to specific guidelines and procedures contained in the Student Rights and Responsibilities Handbook and in District Administrative Rules.

### **Use of Physical Restraint and Seclusion – School Board Policy JGAB**

Except in the case of an emergency, only staff with current training in the District-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school employee as necessary when the student's behavior poses a reasonable threat of imminent, serious bodily injury to the student or others. The use of physical restraint/ seclusion under these circumstances is permitted only so long as the student behavior poses a threat of imminent, serious bodily injury. Any student being restrained or secluded either in an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion must allow staff full view of the student and be free of potentially hazardous conditions, such as unprotected light fixtures and electrical outlets. Oregon law prohibits prone restraints (ie, a restraint in which a student is held face down on the floor) and mechanical restraints.

Additional procedures are required following the administration of physical restraint or seclusion. Please review the enclosed administrative rule on the Use of Restraints and Seclusion.

### **DISTRICT PROCEDURES**

The following procedures relating to student disciplinary matters shall be followed in implementing Board policies JG, JFA, and JGAB in administering the provisions of the Student Rights and Responsibilities Handbook:

1. A teacher who observes a student breaking a school rule, district rule, or otherwise behaving in an unacceptable manner shall take immediate steps to correct the situation.

The disciplinary action of a teacher shall be reasonably related to the student behavior and shall be fairly and consistently administered.

Actions of teachers may include, but are not limited to, the following:

- a. A teacher may retain a student after school if the parent has been given prior notice. If the parent cannot be contacted on a particular day, the student will normally fulfill his or her obligation to meet after school the following day.

- b. A school employee may use reasonable physical force upon a student when and to the extent the application of force is consistent with Board Policy JGAB (see summary above) Any staff member using physical restraint shall inform the principal at once of such action and shall make an accurate written account to the principal by the end of the working day. A teacher may not use physical punishment.
  - c. When, in the judgment of a teacher, a student's behavior is seriously disrupting the instructional program to the detriment of other students, the teacher may temporarily exclude the student from the classroom and refer him or her to the principal. This means that an unruly student may be sent to the office or another prearranged location because of unacceptable behavior. In such case, the principal shall arrange as soon as possible and, under normal circumstances, not later than the conclusion of the following day, a conference to include the principal, the teacher, and if appropriate, a specialist, to discuss the problem and decide upon appropriate steps for its resolution. Parents or guardians should be kept informed in cases of serious disciplinary problems caused by their children, and the parents may join in any conference involving discussions for resolving those problems.
2. Any serious infraction of a rule or behavior which endangers the safety of a student or staff member, or which substantially disrupts a class, activity, or other school function, shall be reported immediately to the principal or assistant principal. When a serious infraction has been reported which endangers others or substantially disrupts a class, the principal or designee shall take prompt steps to alleviate the problem.
- a. The principal will hold a conference with the unruly student, the teacher, and, if feasible and appropriate, the parent, to establish reasonable conditions for the student's readmission to the class. The teacher or staff member reporting the misbehavior may be required to make a written report or describe the incident in the presence of the student and his or her parent.
  - b. The principal will seek assistance, if appropriate, from Educational Support Services or responsible community agencies to explore options with the teacher, parent, and student in an effort to resolve the problem.
  - c. If the student chronically disrupts the class, the principal shall give serious consideration to reassigning the student to another class or dropping the student from the course. When such action is considered, the principal shall involve the teacher(s) and the appropriate Director or a member of the Educational Support Services staff.
  - d. Principals may suspend students for a period of time not to exceed 10 school days. Removals beyond 10 days require approval of an ESS administrator and additional procedures required by law. When a suspension is made, the principal must ensure the students and parent the procedural rights provided in the Student Rights and Responsibilities Handbook, IDEA and /or Section 504.
  - e. Expulsion procedures, as defined in the Administrative Handbook, may be recommended by the principal when the above procedures have not significantly changed the disruptive behavior.

3. The principal of each school has been authorized to take appropriate steps to assure an atmosphere which is conducive to learning and which provides for the safety and welfare of students and school personnel. A designee shall be named by the principal to serve in his or her absence. The principal may reassign a student or may involve a law enforcement agency, if necessary, to protect the safety or welfare of students or staff members. When appropriate, principals shall involve students, parents, and staff in resolving disciplinary problems and may also use the expertise of others.

The principal is responsible for establishing school procedures or guidelines which may be necessary to supplement the district policy and procedures. School staffs, advisory councils, and students shall be invited to participate in the development of written procedures or guidelines.

4. Teachers are responsible for supervising students assigned to them. Teachers may use appropriate disciplinary action in accordance with district and school rules and guidelines. Teachers are obligated to serve as part of the total school team to enforce school and district rules and share in the general supervision of the school.
5. Any employee involved in an assault or battery within the scope of his or her employment shall immediately make a written report of the circumstances. The employee shall make supplemental written reports, attaching copies of any summons, complaints, process, information, indictment, notice, or demand served on him or her in connection with such assault or battery within five (5) days after being served, and shall report the final disposition of any such proceeding. All reports referred to above shall be made to the employee's principal or immediate supervisor.

Such reports shall be forwarded immediately to the Superintendent's office. In the event civil or criminal proceedings are brought against the employee, the Superintendent shall comply with any written requests by the employee for information in the district's possession relating to his or her defense. The district shall not be required to provide information privileged by law.

The school district reaffirms its policy to provide safe working conditions for employees and to support reasonable policies to maintain order in the schools.

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