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## CORPORAL PUNISHMENT

Corporal punishment shall not be used as a disciplinary measure.

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## DISCIPLINARY POLICY [97-06; Revised 06-05]

The school board of each Conference K-12 school shall approve the following discipline policy which shall be placed in the school's bulletin:

### DISCIPLINE POLICY

(NAME OF SCHOOL) expects its students to strictly comply with the regulations it has adopted and to otherwise be models of Christian behavior, both in relationship to the school and otherwise. Failure of a student to comply with this standard of behavior will result in the imposition of appropriate discipline. The overall goal of (NAME OF SCHOOL) in this regard is to work with parents in addressing unacceptable behavior and assisting students in correcting problems and achieving success in life with the minimum discipline reasonably necessary. Some misconduct is so serious that it may lead to suspension or expulsion of the student. Examples of such misconduct include, but are not necessarily limited to the following:

1. Willfully causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possessing, selling, offering, arranging, negotiating, or otherwise furnishing any firearm (including air powered or facsimile), knife, explosive, or other dangerous object, or attempting to do so.
3. Possessing, selling, offering, arranging, negotiating, or otherwise furnishing, or being under the influence of alcohol, tobacco or other nicotine containing product, or any controlled substance, without a doctor's prescription, or possessing, selling, arranging, negotiating, or otherwise furnishing drug paraphernalia, or any attempt to do any of the above.
4. Committing or attempting to commit robbery, burglary, extortion, or theft, or receiving or attempting to receive any stolen property.
5. Willfully causing or attempting to cause damage to real or personal property of others.
6. Committing an obscene act or engaging in profanity or vulgarity.
7. Willfully disrupting school activities or otherwise defying the valid authority of administrators, teachers, supervisors, school officials, or other personnel engaged in the performance of their duties.
8. Engaging in or conspiring to engage in hazing or any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any person.
9. Serious or continued sexual or other harassment as defined in this school's harassment policies
10. Willfully engaging in the disruption of the school's spiritual environment through negative comments or by negative attitudes.

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**EXPULSION GUIDELINES [97-07]**

The school board of each Conference K-12 school shall approve guidelines dealing with the procedure for expelling of students. The guidelines shall be consistent with the Pacific Union Conference Education Code and actions of this Board. Because an improperly conducted expulsion can subject the school and the Conference to liability, such guidelines shall also be submitted to this Board for ratification or rejection. The school's bulletin shall contain a summary of the school's expulsion guidelines.

The following are hereby provided by this Board to the Conference K-12 schools as an example of expulsion procedure guidelines which are acceptable to this Board:

The following procedures will generally be followed in matters involving the expulsion or potential expulsion of students. Deviation from these guidelines should only occur when and to the extent particular circumstances make such deviation reasonably necessary.

1. The student shall immediately be suspended or isolated from classes and/or the school campus, using law enforcement authorities, if necessary. The student's parents (which, in these guidelines, shall include guardians) shall be notified before the student is removed from the campus or, if that is not reasonably possible, as soon thereafter as reasonably possible.
2. The principal (which, in these guidelines, shall include the principal's designee) shall conduct an investigation, including questioning of all parties involved. The principal shall give periodic, reasonable, verbal notification of the status of the investigation to the student and/or the student's parents. If, as a result of the investigation, the principal recommends that the student be expelled, the principal shall prepare a written report regarding the facts of the investigation, any other relevant factors, and the recommendation. The report shall be presented to the school's disciplinary committee with a copy being sent to the Conference Superintendent of Schools.
3. If the principal recommends expulsion, he/she shall provide immediate written notification, personally delivered or sent by certified mail, to the student and his/her parents of the proposed expulsion; the reason(s) therefor; the date, time and place of the scheduled hearing of the school's disciplinary committee; and the right of the student and the parents to appear and be heard at the hearing, to inspect and obtain copies of all documents to be used at the hearing, to ask questions of persons present at the hearing, to question evidence presented at the hearing, and to present oral and documentary evidence, including witnesses, on the student's behalf. The notice shall be accompanied by a copy of these guidelines and the principal's written report to the disciplinary committee. A copy of the notice shall be sent to the Conference Superintendent of Schools.
4. The school disciplinary committee shall hold a hearing on the principal's recommendation for expulsion at least three (3) working days, but not more than seven (7) working days, after the principal has submitted his/her report and recommendation and provided the student and his/her parents with the notification described in the previous paragraph; provided, however, if the notice is sent by mail, the hearing shall be held at least five (5) working days after mailing. (Scheduling of this hearing should be sufficiently flexible to reasonably accommodate the schedule of the student and his/her parents.)
5. The hearing of the disciplinary committee shall embody the principles set forth in this paragraph.
  - A. The hearing shall be closed to the public, except for the persons presenting evidence to the committee and then only while making such presentations.
  - B. The principal shall present the reasons for the expulsion recommendation to the committee. The student and his/her parents shall have the right to be heard and to ask questions of persons

- present. The school and the student and his/her parents shall have the right to present oral documentary evidence, including witnesses, and to question each other's witnesses and evidence, although the school shall take no responsibility for guaranteeing the presence of any witness. The student and his/her parents shall not be excluded from any portion of the hearing except the deliberations of the committee. Deliberations of the committee shall be in executive session.
- C. The hearing should be collegial and no party shall be allowed to be represented or accompanied in the hearing by an attorney who is not otherwise entitled to be present at the hearing. The hearing need not be conducted in accordance with formal rules of procedure or evidence. Witnesses need not be sworn. No verbatim transcript or other recording of the hearing shall be made.
  - D. The committee shall consider all evidence relevant to the charges adduced at the hearing and of the kind upon which reasonable persons are accustomed to rely in the conduct of everyday affairs. The committee's decision shall be based upon relevant, substantial evidence (that is, reasonable and credible evidence of solid value).
6. The decision of the disciplinary committee shall be in writing and shall be personally delivered or sent by certified mail to the student and his/her parents within five (5) working days from the conclusion of the hearing. A copy of the decision shall be provided to the Conference Superintendent of Education. If the decision is not in favor of expulsion, the decision shall notify the student and his/her parents of when the student may return to school. If the decision is in favor of expulsion, this shall be in the form of a recommendation to the school board. A decision recommending expulsion shall contain the reasons for the decision (including a summary of all of the evidence on which the committee relied) although the committee need not adopt formal findings of fact. A decision recommending expulsion shall further notify the student and his/her parents of the date, time and place of the scheduled hearing of the school board and the right of the student and his/her parents to appear and be heard at that hearing. A copy of the decision shall be sent to the Conference Superintendent of Education.
  7. The hearing of the school board shall be at least one (1) working day after the disciplinary committee decision recommending expulsion has been provided to the student and his/her parents; provided, however, if the decision is sent by mail, the hearing shall be held at least three (3) working days after mailing. (Scheduling should be sufficiently flexible to reasonably accommodate the schedule of the student and his/her parents).
  8. The hearing of the school board shall embody the principles set forth in this paragraph.
    - A. The hearing shall be closed to the public.
    - B. The student and his/her parents shall have the right to be heard at the board hearing. The student and his/her parents shall not be excluded from any part of the hearing except the deliberations of the board. Deliberations of the board shall be in executive session.
    - C. The hearing should be collegial and no party shall be allowed to be represented or accompanied in the hearing by an attorney who is not otherwise entitled to be present at the hearing. The hearing before the school board shall not be an evidentiary hearing. The board shall review the recommendation, reasons therefor, and evidentiary summary submitted by the disciplinary committee. The board shall also review the procedural history of the matter. The board may order the disciplinary committee to conduct a supplementary hearing if it feels such supplementary hearing would be helpful and appropriate.
    - D. A decision to expel the student shall be based upon findings
      1. That the school either substantially complied with these guidelines and its disciplinary policy as to the student and matter under consideration or that any substantial deviation from these guidelines was reasonably necessary under the circumstances, and

2. That the recommendation of the disciplinary committee was based upon substantial evidence (that is, reasonable and credible evidence of solid value), relevant to the charges adduced at the disciplinary committee hearing, and of the kind upon which reasonable persons are accustomed to rely in the conduct of everyday affairs.
9. The decision of the school board shall be in writing and shall be personally delivered or sent by certified mail to the student and his/her parents within five (5) working days from the conclusion of the school board hearing. If the decision is not in favor of expulsion, the decision shall notify the student and his/her parents of when the student may return to school. A copy of the decision shall be sent to the Conference Superintendent of Education. The decision of the school board shall be a final decision except insofar as the Seventh-day Adventist denomination may from time to time provide for applicable appeals or dispute resolution processes.

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