

## 3202 Discipline Policy

### 1. Purpose

- a. It is the purpose of this policy to promote a safe and orderly school environment for all students and employees. Maeser holds all students, employees, and other adults to the highest standards of behavior on school grounds and during school-sponsored activities. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action, prosecution, or both.

### 2. Student Behavior Expectations

#### a. Classroom Expectations

- i. Each teacher will develop and share classroom expectations with students, parents, and Administration. These expectations must align with Maeser's Mission and Motto. Classroom expectations will be discussed, displayed, and/or distributed to students.

#### b. Schoolwide Expectations

- i. Whether on or off campus, when students are representing Maeser they are expected to:
  1. respect school property;
  2. come to class prepared and ready to learn;
  3. use school materials and equipment appropriately;
  4. follow directions of teachers, staff, and Administration;
  5. use acceptable language and refrain from vulgarity and profanity;
  6. follow the uniform policy;
  7. attend classes, be on time, and follow classroom rules; and
  8. follow the law.

### 3. Definitions

- a. The conduct defined herein constitutes bullying, cyber-bullying, hazing or harassment, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.
  - i. **"Abusive conduct"** means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct.
  - ii. **"Accountability practice"** means any evidence-based practice that increases academic outcomes and decreases behavior that disrupts the learning environment and holds students accountable for their

actions by requiring them to take responsibility to repair harm and provide restitution when appropriate.

- iii. **"Action plan"** means a process to address an incident of bullying, cyber-bullying, hazing, or retaliation.
- iv. **"Allegation"** means a claim or assertion that someone has engaged in a reported incident that has not been verified by a formal process.
- v. **"Civil rights violation"** means violations as outlined in the following federal laws: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; or Title II of the Americans with Disabilities Act of 1990.
- vi. **"Cyber-bullying"** means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
- vii. **"Hazing"** means a school employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that endangers the mental or physical health or safety of a school employee or student. This includes physical brutality, forced consumption of any substance, or exposure to extreme mental stress or humiliation, committed for the purpose of initiation, admission, or affiliation with a school team, organization, program, club, or event. The conduct constitutes hazing regardless of whether the target consented or acquiesced to the behavior.
- viii. **"Incident"** means a verified incident of bullying, cyber-bullying, hazing, or retaliation.
- ix. **"Restorative justice practice"** means a discipline practice that brings together students, school personnel, families, and community members to resolve conflicts, address disruptive behaviors, promote positive relationships, and healing.
- x. **"Retaliate" or "retaliation"** means an act or communication intended as retribution against a person for reporting bullying, cyber-bullying, or hazing; or to improperly influence the investigation of, or the response to, a report of bullying or hazing.
- xi. **"Staff bullying"** means a school employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another school employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that creates an environment that a reasonable person would find hostile, threatening, or humiliating, and substantially interferes with a student's or employee's educational or professional

performance, opportunities, or benefits. Staff bullying does not mean ordinary teasing, horseplay, peer conflict, reasonable correction of behavior, or reasonable coaching strategies.

- xii. **"Student bullying"** means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that creates an environment that a reasonable person would find hostile and interferes with a student's educational performance, opportunities, or benefits. Student bullying does not mean ordinary teasing, horseplay, peer conflict, reasonable correction of behavior, or reasonable coaching strategies.
- xiii. **"Verification"** means that an alleged incident has been found to be substantiated through a formal investigation process.

#### 4. Grounds for Suspension, Expulsion, or Change of Placement

- a. A student may be suspended or expelled from school for any of the following reasons:
  - i. frequent, flagrant, or willful disobedience, defiance of proper authority, or disruptive behavior including, but not limited to, fighting, noncompliance with school dress code, or the use of foul, profane, vulgar, or abusive language, or other unreasonable and substantial disruption of a class, activity, or other function of the school;
  - ii. willful destruction or defacing of school property;
  - iii. behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school;
  - iv. possession, distribution, control, use, sale, or arranging for the sale of an alcoholic beverage as defined in Utah Code Ann. §32B-1-102;
  - v. possession, distribution, control, use, sale, or arranging for the sale of cigars, cigarettes, electronic cigarettes (e.g., vapes), or tobacco, as defined by Utah Code Ann. §76-10- 101;
  - vi. possession, distribution, control, use, sale, or arranging for the sale of contraband, including but not limited to fireworks, matches, lighters, mace, pepper spray, laser pointers, or any other material or item that has caused or will imminently cause substantial disruption to school operations;
  - vii. inappropriate use or possession of a personal electronic device (PED) as defined by the applicable school level policy;
  - viii. possession or use of pornographic material on school property;
  - ix. behavior which threatens harm or causes harm to the school or school property, to a person associated with the school, or to

property associated with any such person, regardless of where it occurs;

- x. harassment, including sexual, sexual orientation, gender identity, racial, ethnic, religious, political or disability-related;
  - xi. inappropriate use of Maeser electronic resources or violation of Maeser Acceptable Use Agreement; or
    - 1. Students are prohibited from creating, possessing, or sharing recordings (audio, video, or images) of prohibited conduct, including but not limited to bullying, cyber-bullying, hazing, abusive conduct, retaliation, harassment, fighting, or other behavior that violates school policy or state law, except for the purpose of reporting the prohibited behavior to the proper authorities.
    - 2. **Additional Restrictions:** A school employee or student shall not create or distribute sexually explicit images.
  - xii. retaliation against a student or employee who reports bullying, cyberbullying, hazing, abusive conduct, dishonesty, cheating, plagiarism or other conduct prohibited in this policy; or
  - xiii. making a false report of bullying, cyberbullying, hazing, abusive conduct, or other conduct prohibited in this policy.
- b. A student shall be suspended or expelled from school (or considered for a change in placement if a student with a disability) for:
- i. any serious violation affecting another student or a staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity;
  - ii. any violations listed in this policy if the violation is serious or persistent;
  - iii. the commission of an act involving the use of force or the threatened use of force which, if committed by an adult, would be a felony or class A misdemeanor.
- c. Weapons—Mandatory One Year Expulsion
- i. Any student who, in a school building, in a school vehicle, on Maeser property, or in conjunction with any school activity, (a) possesses, controls, sells, arranges for the sale of, uses, or threatens use of a real weapon, explosive, noxious or flammable material; or (b) actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities; shall be expelled from all Maeser schools, programs, and activities for a period of not less than one year, subject to the following:
    - 1. Within forty-five (45) days after the expulsion the student shall appear before a member of Maeser Case Management Team, accompanied by a parent or legal guardian; and the Case

Management Team shall determine: [a] what conditions must be met by the student and the student's parent for the student to return to school; [b] if the student should be placed on probation in a regular or alternative school setting consistent with Utah Code Ann. §53G-6-208, and what conditions must be met by the student in order to ensure the safety of students and faculty at the school the student is placed in; and [c] if it would be in the best interest of both Maeser and the student to modify the expulsion term to less than a year giving highest priority to providing a safe school environment for all students.

2. Students with Disabilities under IDEA and Section 504

- a. Whenever a student receiving special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act is determined to have violated this policy, the due process procedures outlined in Section 8 of this policy must be followed.

d. Drugs and Controlled Substances – Mandatory Suspension or Expulsion

- i. A student shall be suspended or expelled for any of the following reasons:

1. use, control, possession, distribution, sale, or arranging for the sale of an illegal drug or controlled substance (which includes alcohol), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on Maeser property, or in conjunction with any school activity;
2. misuse or abuse, distribution, sale, or arranging for the sale of prescription medication at school or a school function; or
3. misuse or abuse of over-the-counter remedies, or sharing, distribution, sale, or arranging for the sale of over-the-counter remedies. A student may possess and use over-the-counter remedies at school only in amounts not to exceed the recommended daily dose including, but not limited to: aspirin, ibuprofen, Tylenol (acetaminophen), cough drops, allergy medication, cough syrup, or mouthwash.

- ii. Drug Testing

1. Any student who is reasonably suspected of violating Section 4.d.i may be subject to a drug test for cause, arranged and paid for by Maeser.
2. Any student who has been suspended or expelled for a violation of Section 4.d.i may be required to provide a clean drug test and evidence of drug assessment and drug counseling programs as a condition of readmission to school.

Testing and counseling required as a condition of re-admission rather than for the purpose of providing justification for the initial suspension or expulsion shall be arranged and paid for by the student's parent or guardian.

3. Students who refuse to submit to required drug testing and counseling programs, or who refuse to cooperate with Maeser officials with respect to the sharing of appropriate information, may be expelled from Maeser.
  4. Any student who is suspended or expelled for violation of Section 4.d.i may be subject to random drug testing, at any time and for any reason, for a period of one year from the date of offense. If the student tests positive once, he/she may be transferred to an alternative placement. If the student tests positive a second time, he/she may be expelled from all Maeser programs or activities. Any student who refuses consent for random drug testing under these conditions shall be expelled from all Maeser programs or activities.
  5. Students with Disabilities Section 504
    - a. Any student identified as being disabled under either Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be suspended or expelled to the same extent as non-disabled students for the possession, use, control, distribution, sale, or arrangement of the sale of illegal drugs, alcohol, or controlled substances on Maeser property or in conjunction with any school activity.
  6. Students with Disabilities under IDEA.
    - a. Whenever a student receiving special education and related services under IDEA knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the due process procedures outlined in Section 8 of this policy must be followed.
- e. Gang Activity
- i. Students who engage in any form of gang activity on or about school property, or at any school activity may be suspended or expelled under the terms of this policy. Students may also be excluded from participation in extracurricular activities, including interscholastic athletics, as determined by the school Administration after consultation with law enforcement.
  - ii. Prohibited Gang Activity Defined. For the purposes of this policy, prohibited "gang activities" include, but are not limited to, any of the following:

1. committing any act or using any speech, communication in any method, either verbal or non-verbal (flashing signs, gestures, hand-shakes, etc.), electronic means (texting, etc.) that demonstrates membership in or affiliation with a gang;
  2. soliciting others for membership in a gang;
  3. requesting any person to pay for “protection”, claiming “turf”, or otherwise intimidating, bullying, retaliating against, threatening, or harassing any person;
  4. marking school property, books, or school work with gang names, slogans, or signs; or
  5. gang-related graffiti or damage to school property
    - a. Confiscation of Gang Items
      - i. Subject to the search and seizure provisions of this policy, gang paraphernalia, apparel, or weapons may be confiscated by school officials at any time.
      - ii. Consultation with Law Enforcement Authorities
        1. School officials shall consult with local law enforcement authorities and gang detectives whenever they have questions regarding gang-related clothing, apparel, or other gang activity.
- f. Bullying, Cyber-bullying, Harassment, Abusive Conduct, and Hazing
- i. Bullying, cyber-bullying, harassment, abusive conduct, and hazing of students and employees are against federal law, state law, and Maeser policy, and are not tolerated by Maeser. It is the intent of Maeser to respond to school-related incidents by implementing prevention efforts where victims can be identified and assessed, and perpetrators educated, in order to create a safer school that provides a positive learning environment for all students.
  - ii. School officials have the authority to discipline students and employees for off-campus speech that causes or threatens a substantial disruption on campus, at school activities, or causes or threatens a significant interference with a student’s educational performance or involvement in school activities.
- g. Prohibited Conduct
- i. No school employee or student may:
    1. engage in any form of bullying, cyberbullying, abusive conduct, hazing, or harassing a school employee or student, on or about school property, on a school bus, at a school bus stop, or while traveling to or from a school location or school event, or at any school-related or school-sponsored activity regardless of location or circumstance;

2. engage in hazing or cyber-bullying a school employee or student at any time or in any location;
  3. engage in retaliation against a school employee; a student, or an investigator for, or witness of, an alleged incident of bullying, harassing, cyber-bullying, hazing, or retaliation; or
  4. make a false allegation of bullying, cyber-bullying, harassment, hazing, or retaliation against a school employee or student.
- h. Investigation and Discipline
- i. **Investigation and Discipline Procedures** Each reported violation of the prohibitions noted previously shall be promptly, thoroughly, and confidentially investigated by the Director or School Designee. At a minimum, an investigation shall include interviewing the alleged targeted individual and the alleged perpetrator. The School Designee may also interview parents, witnesses, and school staff, and review physical or digital evidence (including video/audio recordings, emails, text messages, social media, or graffiti). A written record of the dates, times, individuals interviewed, and evidence reviewed shall be maintained. Formal disciplinary action is prohibited based solely on an anonymous report.
  - ii. **Civil Rights Reporting Mandate** The school or Maeser Designee shall report to the U.S. Department of Education, Office for Civil Rights (OCR) all acts of bullying, hazing, cyber-bullying, abusive conduct, or retaliation that the individual reasonably determines may be violations of a student's or employee's civil rights. Any incident found to be targeted at a federally protected class is subject to federal compliance regulations.
- i. Reporting Requirement
- i. School employees who become aware of bullying, harassment, hazing, or related initiation activity, shall report such incident immediately to school administrators so that prompt and appropriate action can be taken. School personnel who fail to report incidents of bullying, harassment, or hazing to school or Maeser administrators may face disciplinary action.
  - ii. Students who observe hazing activities and fail to intervene or report the hazing to school officials may face disciplinary action for conspiring to engage in hazing.
- j. Coordination with other Policies
- i. School employees who engage in any of these prohibited behaviors may be subject to individual investigation resulting in employment action.
  - ii. School employees who are victims of such conduct within this policy shall follow the following grievance process:
    1. Reporting

- a. Employees shall report incidents of prohibited conduct to the Director.
  - b. Reports may be verbal or in writing and should include all available details of the incident(s).
  - c. Employees are encouraged to use the Maeser Incident Report Form, but it is not required.
2. Investigation
  - a. Upon receipt of a report, Maeser shall initiate a timely and impartial investigation consistent with Section 5 of this Discipline policy.
  - b. The investigator will interview the complainant, the accused, and any relevant witnesses, and review the documentation or evidence.
  - c. Investigations will be conducted in a manner that protects confidentiality to the extent possible.
3. Interim Measures
  - a. During the investigation, Maeser may implement protective measures to safeguard the employee (I.e. schedule adjustments, supervisory changes, modified duties, or no-contact directives).
4. Findings and Resolution
  - a. Once the investigation is complete, Maeser will issue a written summary of findings to the complainant.
  - b. If the accused is a student, discipline will follow the student provisions of this policy.
  - c. If the accused is an employee, discipline will follow applicable employment policies, up to and including termination.
  - d. If the accused is a parent/guardian or guest, appropriate restrictions may be placed on Maeser access and law enforcement contacted if necessary.
5. Appeal
  - a. An employee who disagrees with the outcome may file an appeal within ten (10) working days to the Director or Maeser Governing Board Chair.
  - b. The appeal must be in writing and state the grounds for appeal.
  - c. The Director or Maeser Governing Board Chair shall respond in writing within ten (10) working days, and the decision will be final.
6. Non-Retaliation
  - a. Retaliation against an employee for reporting prohibited conduct, participating in an investigation, or

exercising grievance rights is strictly prohibited and will result in disciplinary action.

- iii. Bullying, cyberbullying, abusive conduct, harassing, or hazing directed toward a member of a protected class is further prohibited under federal anti-discrimination laws and is subject to provisions of other applicable school policies.
- k. Parental Notification of Certain Incidents and Threats
  - i. **Mandatory Crisis and Prevention Materials** In addition to notifying the parent or guardian as set forth above, Maeser administration or representative the school administrator will provide the parent or guardian of any student involved with the following legal resource provisions:
    - 1. Suicide prevention materials and information as recommended by the Utah State Board of Education;
    - 2. Information on ways to limit a student's access to fatal means, including firearms or medication; and
    - 3. Information and resources on the healthy use of social media and online practices.
  - ii. **Post-Investigation Resolution Notification** Following the investigation of an incident, the school shall follow up with the parents of all parties to:
    - 1. Inform parents of the final outcome when the investigation is concluded;
    - 2. Provide additional information about the investigation or resolution consistent with the Family Educational Rights and Privacy Act (FERPA); and
    - 3. Inform parents of appeal options if the parents disagree with the resolution of the investigation.
- l. Record of Notification
  - i. When a parent/guardian has been notified by a school administrator of a threat or incident, the school administrator shall complete an Initial Record of Parent Notification of Student Threat or Incident form
    - 1. This record shall be securely and confidentially maintained by the school consistent with state and federal law.
    - 2. The school shall provide the student a copy of the Record of Parent Notification of Student Threat or Incident related to the student if the student requests a copy of record.
    - 3. The school shall expunge the record maintained in accordance with this section if the student has graduated from high school and requests the record be expunged.
  - ii. Ongoing communication process for action plans:

1. Initial action plan meeting: Following the verification of an incident, Maeser Administration will meet with the parent/guardian and the student(s) involved to review the Action Plan, outline specific steps being taken, and provide a written copy.
2. Scheduled updates: School Administration will provide parents/guardians with progress updates at reasonable intervals. Updates may be provided in person, by phone, or in writing.
3. Documentation: Each communication shall be documented in the student's confidential record, including date, method of communication, and summary of the update.
4. Parent access: Parents/guardians may request a conference to discuss the Action Plan at any time.
5. Final review: Upon completion or closure of the Action Plan, the school shall provide the parent/guardian with a final summary of outcomes and supports, and this record shall be kept consistent with state and federal law.

## 5. Investigations

- a. Whenever a school administrator has reason to believe that school rules or policies have been broken, he or she shall proceed with an investigation. However, if the site administrator believes that laws have been broken or child abuse has occurred, he/she shall request appropriate authorities to conduct the investigation.
- b. General Investigation Guidelines for School Administrators.
  - i. School administrators have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. School administrators shall conduct investigations according to the following general guidelines:
    1. Administrators shall conduct investigations in a way that does not unduly interfere with school activities.
    2. Administrators shall separate witnesses and offenders in an attempt to keep witnesses from corroborating their statements and have all parties write separate statements concerning the incident under investigation.
    3. Administrators shall advise students suspected of wrongdoing orally or in writing of the nature of the alleged offense.
    4. Students must be provided an opportunity to give their version of the incident under investigation, however, refusals to respond or provide information should be respected.
    5. When questioning students as part of an investigation, school staff should have another adult present whenever possible.

6. Administrators shall accommodate students with disabilities and any students unable to write their own statements through use of tape recorders, scribes, translators, etc.
  7. All students involved in the investigation shall be instructed that retaliation is prohibited. Any act of reprisal against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing is strictly prohibited and subject to disciplinary action.
  8. When the investigation is completed and if it is determined that disciplinary action may be in order, due process requirements must be met. Specifically, the student must be given proper notice of the charges against him/her and the disciplinary action being recommended, as well as a fair opportunity to present his or her version of the facts.
  9. The form and timing of notice and the extent of the student's opportunity to present his or her version of the facts may be dependent upon the facts and circumstances surrounding the allegations. Maeser will provide such notice and opportunity to be heard as is appropriate to both protect the accused student's rights and protect the health and safety of other Maeser community members.
- c. Coordination with Law Enforcement
- i. School administrators have the responsibility and the authority, within their respective jurisdictions, to determine when the help of law enforcement authorities is necessary, as outlined in this policy and Utah State law.
    1. School Administrators may invite law enforcement authorities to the school to:
      - a. conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity;
      - b. maintain a safe and orderly educational environment;
      - or
      - c. maintain or restore order when the presence of such authorities is necessary to prevent injury to persons or property.
- d. Investigation Initiated by School Authorities of Criminal Conduct
- i. During an investigation for violation of school rules, it may become evident that the incident under investigation may also be a violation of criminal law. If the school administrator has reason to suspect that a criminal act has been committed the following procedure should be followed:

1. The administrator shall request that law enforcement authorities conduct an investigation during school hours and question students who are potential witnesses to the alleged criminal behavior.
  2. Unless circumstances dictate otherwise, questioning of the student by school officials shall not begin or continue until law enforcement authorities arrive.
  3. Under direction of the administrator, a school official shall inform the student's parent or legal guardian as soon as possible that the student may have committed a criminal act and that law enforcement authorities will be or are involved in the investigation.
  4. The administrator shall document the contact or attempted contact with the student's parents or legal guardian.
- e. Investigation Initiated by School Resource Officers (SROs) and other Law Enforcement Authorities
- i. School officials shall cooperate with SROs and other law enforcement authorities who are carrying out official duties such as investigating crimes, serving subpoenas, etc., as outlined in Utah Code Ann. §78A-6-1110.
    1. When law enforcement authorities can show a need to do so, they shall be permitted to conduct an investigation on school grounds during school hours.
  - ii. Such a need will ordinarily be shown if delay in police investigation might result in danger to a person, flight from jurisdiction by a person reasonably suspected of a crime, or destruction of evidence. In such cases:
    1. the law enforcement authorities shall be required to get prior approval of the school administrator or other designated person before beginning an investigation on school premises;
    2. the school administrator shall document the circumstances warranting the investigation as soon as practical;
    3. alleged criminal behavior related to the school environment brought to the school administrator's attention by law enforcement authorities shall be dealt with under the provisions of this policy in addition to any court action; and law enforcement authorities investigating school-related or student-related crimes may not have access to student education records, aside from directory information, unless they have a subpoena or court order, permission from parent or guardian, or serve as a designated School Resource Officer.
      - a. Directory information is limited to a student's name, home address, date of birth, phone number, class

schedules and parents' home address, email address, and phone numbers for use in case of emergency.

- f. Release of Student to Law Enforcement Authorities
    - i. Law enforcement authorities may, without a court order, take a student into custody as outlined in Utah Code Ann. §78A-6-112.
    - ii. Where it is necessary to take a student into custody on school premises, law enforcement authorities shall, when possible:
      - 1. contact the school administrator and relate the circumstances necessitating such action;
      - 2. consult with the school administrator as to how an arrest is to be made in order to cause the least disruption to the school process;
      - 3. when possible, have the school administrator summon the student to the administrator's office prior to taking the student into custody; and notify the parent or legal guardian of the action under Utah Code Ann. §78A-6-112(3).
    - iii. The school administrator shall immediately notify the Director's office of the removal of a student from school by law enforcement authorities.
    - iv. When a student has been taken into custody or arrested on school premises without prior notification to school Administration, school staff present shall encourage law enforcement authorities to inform an administrator of the circumstances as quickly as possible. If the officers decline to tell an administrator, the school staff members present shall immediately notify an administrator.
  - g. Quelling Disturbances of School Environment
    - i. Law enforcement may be requested to assist in controlling disturbances of the school environment which a school administrator has found to be unmanageable by school personnel and has the potential of causing harm to students and other persons, or to property. Such circumstances include situations where a parent or member of the public exhibits undesirable or illegal conduct on or near school grounds or at a school event, and who refuse to abide by a school administrator's directive to leave the premises.
  - h. Coordination of Policies with Law Enforcement Authorities
    - i. School administrators shall meet at least annually with local law enforcement authorities to discuss Maeser's Student Conduct and Discipline Policy and rules on law enforcement contacts with Maeser. Law enforcement authorities shall be asked to inform their staff about the terms of the Student Conduct and Discipline Policy.
6. Action Plan
- a. Upon verification from an investigation that an incident has occurred, Maeser Designee will create an Action Plan. If, after Maeser attempts to

involve a parent in the development and implementation of the plan, the parent chooses not to participate, Maeser may develop and implement the Action Plan independently.

- b. **For the Student Targeted by the Incident (In direct coordination with the parent):**
    - i. A tailored response addressing the student's academic, individual, and emotional needs.
    - ii. Supportive measures designed to preserve the student's access to educational services and opportunities, and to restore a sense of safety.
    - iii. A mechanism to consider consequences or accommodations the student may need regarding decreased exposure or interactions with the student who caused the incident.
    - iv. Notification of the consequences and plan to address the behavior of the student who caused the incident.
    - v. *Schedule Safeguard:* An Action Plan may not include a requirement that the student to whom the incident was directed change their educational schedule, placement, or participation in a school-sponsored sport, club, or activity.
    - vi. *Restorative Justice Rule:* A targeted student is not required to participate in a restorative justice practice with the perpetrator. The school must notify and obtain explicit written consent from the targeted student's parent before including them in any restorative process.
  - c. **For the Student Who Caused the Incident (In direct coordination with the parent):**
    - i. A range of tailored, appropriate consequences, making a reasonable effort to preserve the student's access to educational services and activities.
    - ii. A process to determine and provide any needed resources or behavioral interventions related to the underlying cause of the incident.
    - iii. Supportive measures that balance their educational access with the safety and well-being of other students.
    - iv. A documented process to remove the student from school in an emergency situation, including a clear description of what constitutes an emergency.
    - v. The Director or designee will produce and maintain a confidential record that tracks the active implementation of the Action Plan.
7. Emergency Safety Interventions
- a. A school employee may not subject a student to physical restraint or seclusionary time out unless utilized as a necessary emergency safety intervention (ESI) in compliance with this section.

- b. Definitions
  - i. An “emergency safety intervention (ESI)” is the use of seclusionary time out or physical restraint when a student presents an immediate/imminent danger of physical violence/aggression towards self or others likely to cause serious physical harm. An “emergency safety intervention” is not for disciplinary purposes.
  - ii. “Physical restraint” means personal restriction immobilizing or reducing the ability of an individual to move their arms, legs, body, or head freely.
  - iii. “Seclusionary time out” means that a student is placed in a safe enclosed area, isolated from adults and peers, and the student is, or reasonably believes, they will be prevented from leaving the area.
- c. General Procedures
  - i. Teachers and other personnel who may work directly with students shall be trained on the use of effective alternatives to ESI as well as the safe use of ESI and a release criteria.
  - ii. ESI shall:
    - 1. be applied for the minimum time necessary to ensure safety;
    - 2. be discontinued as soon as imminent danger of physical harm to self or others has dissipated;
    - 3. be discontinued if the student is in severe distress;
    - 4. never be used as punishment or discipline; and
    - 5. in no instance be imposed for more than 30 minutes
  - iii. ESI Committee
    - 1. Maeser’s ESI committee is comprised of the Director, the appropriate Dean of Students, an appointed parent of an enrolled student, and two certified educational professionals with behavior training and knowledge in both state rules and Maeser’s discipline policies.
    - 2. Maeser’s ESI committee will meet as needed to monitor the use of ESI at Maeser, and will determine and recommend professional development needs, as well as develop any necessary policies for local dispute resolution processes to address concerns regarding disciplinary actions.
- d. Students with Disabilities Receiving Special Education Services
  - i. Use of ESI for a student with a disability receiving specialized educational services under IDEA or Section 504, shall be subject to the applicable state Least Restrictive Behavioral Interventions (LRBI) policies and procedures for special education/504 programs.
- e. Physical Restraint
  - i. A school employee may, when acting within the scope of employment, use and apply physical restraint or force as an ESI as may be reasonable and necessary under the following circumstances:

1. to protect the student or another person from serious physical harm;
    2. to take possession of a weapon or other dangerous object in the possession or under the control of a student; or
    3. if the student is destroying property.
  - ii. When an employee exercises physical restraint as an ESI on a student, the following types of physical restraint are prohibited:
    1. prone, or face-down;
    2. supine, or face-up;
    3. restraint which obstructs the airway or adversely affects the student's primary mode of communication;
    4. mechanical restraint, except for seatbelts or safety equipment used to secure students during transportation; or
    5. chemical restraint, except as prescribed by a licensed physician and implemented in compliance with a student's Health Care Plan.
- f. Seclusionary Time Out
  - i. A school employee may, when acting within the scope of employment, place a student in seclusionary time out as an ESI under the following circumstances:
    1. the student presents an immediate danger of serious physical harm to self or others;
    2. any door remains unlocked; and
    3. the student is within line sight of the employee at all times.
- g. Notification
  - i. If a crisis situation occurs requiring an ESI be used, the school or employee shall notify the student's parent/guardian, the school administrator, and the school director immediately.
  - ii. If the ESI is applied for longer than fifteen minutes, the school shall immediately notify the student's parent/guardian and school administration.
  - iii. Parent notifications made under this section shall be documented in the student information system as required by Utah Admin. Code r. 277-609-6(C)(4) (2019).
  - iv. Within 24 hours of using ESI, the school shall notify the parent/guardian that they may request a copy of any notes or additional documentation taken during the crisis situation.
  - v. Upon request of a parent/guardian, the school shall provide a copy of any notes or additional documentation taken during a crisis situation.
  - vi. A parent/guardian may request a time to meet with school staff and Administration to discuss the crisis situation.
- h. Prohibition of Corporal Punishment

- i. A school employee may not inflict or cause the infliction of corporal punishment.

## 8. Searches

- a. Given the school's custodial and tutelary responsibility for children, and the Board's intent to preserve a safe environment for all students and staff, the Board recognizes that school officials have the authority to conduct reasonable searches of students and student property. To protect individual rights and guard against excessive intrusion, school officials engaging in searches of students and property shall abide by the following guidelines:
- b. Searches of a student's person or personal property (coats, hats, backpacks, book bags, purses, wallets, notebooks, gym bags, electronic devices, etc.) may be conducted:
  - i. with the student's consent. Wherever possible, before conducting the search, the school official shall request the student's consent to the inspection and inform the student that he/she may withhold consent. Such consent, if offered, shall be voluntary; or
  - ii. without the student's consent when school officials have reasonable suspicion to believe a student possesses evidence that:
    - 1. a policy or law has been violated; or
    - 2. presents an immediate danger of physical harm or illness to students, staff or school property; and
    - 3. the items being searched are capable of concealing such evidence.
- c. The search must be reasonably related to the suspicion and not excessively intrusive in light of the student's age, history and school record and the nature of the infraction. The scope of any search should be limited by the reasonable suspicion that motivated the search. If an item is found that leads to reasonable suspicion that additional, related items may also exist, the search may be extended.
- d. Whenever possible, another staff member shall be present at any search of a student or student property.
- e. A school official may at any time request assistance of the appropriate law enforcement agency having jurisdiction over the facilities of the school.
- f. A school official shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student. Anything found in the course of a search which is evidence of a student violation of school rules shall be tagged for identification at the time it is seized and kept in a secure place by the school official.
- g. All contraband discovered in a search by school officials shall be immediately confiscated and turned over to law enforcement authorities if school officials have reason to believe the contraband is related to the commission of a criminal act.

- h. School Property: Lockers, Desks, Other Storage Areas Provided for Student Use
  - i. Students have no right or expectation of privacy in school lockers, desks, or other storage areas. While lockers, desks, and other storage areas are under the joint control of students and the school, they are solely school property and may be searched at any time by school officials with or without cause. Once a locker, desk or other storage area is opened for search, any search of student belongings contained within the locker must comply with the guidelines for searches of personal belongings in this policy.
- i. Vehicles
  - i. Vehicles in the possession of students and parked on school premises may be searched, based on consent or reasonable suspicion by the appropriate school official. Searches of vehicles of staff members or visitors shall be conducted by law enforcement personnel.
- j. Searches of Person
  - i. In addition to the general guidelines above, search of a student's person or intimate personal belongings shall be conducted:
    - 1. in a private area of the school by a school official of the same gender as the student being searched;
    - 2. whenever possible, in the presence of the student (for belongings) and another staff member of the same gender.
  - ii. Authorized searches of a student's person are as follows:
    - 1. the student's pockets;
    - 2. purses, briefcases, backpacks, or any objects in the possession of the student;
    - 3. a "pat-down" of the exterior of the student's clothing and the removal of any identified item;
    - 4. removal of an article of exterior clothing such as a jacket, shoes, socks;
    - 5. a student's electronic device if warranted and to the extent warranted; and
    - 6. requesting the student turn pockets inside out, and roll up sleeves.
  - iii. Under no circumstances may school officials require students to remove any other items of clothing during the search.
    - 1. If this limited search does not turn up suspected contraband and school officials have reasonable suspicion that the student is concealing contraband in his/her inner clothing (i.e., hiding drugs, weapons or other contraband underneath shirts, pants or underwear), law enforcement authorities shall be summoned immediately to conduct further search and investigation.

- k. Canine Searches
  - i. The school administrator, in conjunction with local law enforcement officials, may determine when, and if, a specially trained detection canine shall be used in the school to search for drugs, weapons, or other contraband. In creating a proper and effective learning environment within the framework of mutual respect and trust, school administrators shall use caution and discretion in determining when to use a drug detecting canine in the school. No detection canine shall be used in the school for searches without the permission of the school administrator.
  - ii. Students
    - 1. Sniffing of students by detection canines is considered to be a search under the Fourth Amendment, may be embarrassing or frightening, and shall not be permitted in schools.
  - iii. Lockers and Vehicles
    - 1. The sniffing of school lockers, personal items (backpacks, gym bags, book bags, etc.) or a student's vehicle on school property by detection canines is permitted. A positive alert by a detection canine may be considered reasonable grounds for a school official to conduct a search of the locker, personal items, or vehicle as outlined in this policy.
- l. Searching Students and Possessions While at School-sponsored Activities
  - i. The authorization to search shall also apply to all situations in which the student is under the jurisdiction of Maeser, including all students participating in extracurricular activities and athletics, dually enrolled students, and students taking online courses, when applicable.
- m. Parent Notification
  - i. School officials have no obligation to contact parents before detaining and questioning students.
- n. Documentation
  - i. School officials shall thoroughly document the details of any search conducted of a student's property or person. Documentation shall be made at the time of the search, or as soon as possible thereafter, and shall include the following:
    - 1. the time, place and date of the search;
    - 2. information received that established the need for the search and the name of the informant, if any;
    - 3. the name and title of individuals conducting and observing the search;
    - 4. substances or objects found and the disposition made of them (police, school, etc.); and
    - 5. subsequent action taken including parental notification.

9. Authority to Suspend or Expel

a. Authority to Suspend and Duration of Suspension for Regular Education Students

b. The school administrator has the authority to suspend a regular education student for up to ten (10) school days per incident. In considering whether to suspend a student, the school administrator shall consider all relevant factors, including but not limited to, the severity of the offense, the student's age, disability, academic status and disciplinary record, parental capabilities, and community resources. The school administrator is prohibited from suspending for longer than ten (10) school days, expelling, or otherwise changing student placement. Whenever such action is contemplated or desired, the school administrator shall make a referral to the Case Management Team (CMT).

c. Authority to Suspend and Duration of Suspension for Students with Disabilities

i. The school administrator has the authority to suspend a student with disabilities (504 or IDEA) for not more than ten (10) consecutive school days for any violation of school rules, and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct as long as those removals do not constitute a pattern resulting in a change of placement.

d. Authority to Expel and Duration of Expulsion

i. The Board or Maeser's Case Management Team (CMT) may expel a student for violations under this part for a fixed or indefinite period, provided that indefinite expulsions shall be reviewed by the Case Management Team and the conclusions reported to the Board, at least once each year.

e. Parental Responsibility

i. If a student is expelled for a period longer than ten (10) days, the student's parent or legal guardian is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of expulsion. The parent or guardian shall work with designated school officials to determine how the student's education will continue through private education paid for by the parents, an alternative program offered by the school or Maeser, or other alternatives which will reasonably meet the educational needs of the student. Costs of educational services which are not provided by Maeser are the responsibility of the student's parent or guardian

1. The parent or guardian and designated school officials may enlist the cooperation of the Division of Child and Family Services, the juvenile court, law enforcement, or other

appropriate government agencies in determining how to meet the educational needs of the student.

2. Maeser shall contact the parent or guardian of each student under age sixteen (16) who has been expelled from all Maeser programs and services at least once a month to determine the student's progress.

f. Authority to Institute Change of Placement for Student with Disabilities

- i. Where the student is receiving special education services or accommodations on the basis of disability under IDEA, 504, or ADA, procedures outlined in State of Utah Special Education Rules shall be followed, including prior written notice to parents or guardians regarding their procedural due process rights, before any long-term disciplinary action or change of placement takes place.

10. Due Process for Suspensions of 10 Days or Less

- a. The following procedure shall apply to all students facing suspension of ten (10) school days or less:
  - i. The school administrator shall inform the student of the charges against him/her, the disciplinary action being recommended, and provide the student with the opportunity to present his or her version of the facts.
  - ii. If the student denies the charges, the student shall be provided with an explanation of the evidence and an opportunity to present his/her version of the incident to a school administrator.
  - iii. The student shall be requested to present his/her version of the incident in writing. Students with disabilities or students who are unable to write their own statements shall be accommodated through the use of tape recorder, scribe, translator, etc.
  - iv. The school administrator shall notify the custodial parent or guardian of the student of the following without delay:
    1. that the student has been suspended;
    2. the grounds for the suspension;
    3. the period of time for which the student is suspended; and
    4. the time and place for the custodial parent or guardian to meet with a designated school official to review the suspension.
- a. The school administrator shall also notify the non-custodial parent, if requested in writing, of the suspension.
  - i. This does not apply to the portion of school records which would disclose any information protected under a court order.
  - ii. The custodial parent is responsible to provide the school a certified copy of any court order

prohibiting notification to the noncustodial parent.

- v. School administrators shall document the charges, evidence, and action taken.
- vi. In general, the notice and informal conference shall precede the student's removal from school. If, in the judgment of the administrator, notice is not possible because the student poses a danger to a person or property or an on-going threat of disrupting the academics process, he/she may be removed immediately. However, in such cases, the necessary notice and informal hearing shall follow as soon thereafter as practicable.

#### 11. Due Process for Expulsions

- a. For purposes of this policy, an expulsion is defined as any separation from the school longer than ten (10) days in duration.
- b. The school administrator shall inform the student of the charges against him/her, the disciplinary action being recommended, and provide the student with the opportunity to present his or her version of the facts.
  - i. If the student denies the charges, the student shall be provided with an explanation of the evidence and an opportunity to present his/her version of the incident to school administrators.
  - ii. If the school administrator desires or contemplates expelling a student for longer than ten (10) school days, he/she shall submit a Safe Schools referral to the (CMT) on the CMT referral forms.
  - iii. Prior to sending the referral to the CMT, but in no instance longer than ten (10) school days after the suspension began, the school administrator shall meet with the custodial parent or guardian to discuss the charges against the student and the proposed discipline. The school administrator shall also notify the noncustodial parent, if requested in writing by a noncustodial parent, of the possible expulsion as outlined.
- c. Expulsionary Hearing Protocol
  - i. If the CMT meets to determine whether a student will be suspended, notice will be provided to the student and parent/guardian.
  - ii. Parents/Guardians are permitted to attend the Expulsionary Hearing along with the accused student.
  - iii. The school administrator shall inform the student of the charges against him/her, the possible disciplinary actions, and provide the student with the opportunity to present his or her version of the facts.
  - iv. If the student denies the charges, the student shall be provided with an explanation of the evidence and an opportunity to present his/her version of the incident to a school administrator.
  - v. The CMT may ask further questions of the student.

vi. Notice to Student and Parent/Guardian

1. If the CMT determines, after considering the totality of the circumstances, that a student should be expelled for longer than ten (10) school days, Student Services shall send written notice by certified mail, return receipt requested, to the student's parent or legal guardian, which includes all of the following elements:
  - a. a description of the alleged violation(s) or reason(s) giving rise to disciplinary action;
  - b. the penalty being imposed (duration of expulsion);
  - c. a statement that a due process hearing may be requested in writing within ten (10) working days of receipt of the notice;
  - d. a statement that, if a hearing is requested, the Director has the authority to appoint an impartial Hearing Officer(s), who may be an employee of Maeser;
  - e. a statement that the expulsion is taking effect immediately and will continue for the stated period unless a hearing is requested in a timely manner and the Hearing Officer determines otherwise;
  - f. the mailing date of the notice; and
  - g. a statement that, if a hearing is not requested within ten (10) working days after receipt of the notice, Maeser's decision to expel the student will be final, and the parent's right to oppose Maeser's decision will be waived.

d. Appeal Procedures

- i. If a hearing is requested in response to the Notice of Expulsion, the following procedures shall apply:
  1. After receipt of the request, Maeser shall schedule a hearing as soon as possible but not later than ten (10) working days following receipt of the request.
  2. A written Hearing Notice shall be sent to the custodial parent or guardian informing the custodial parent or guardian of
    - a. the name of the Hearing Officer;
    - b. the date, place, and time of the hearing;
    - c. the circumstances, evidence, and issues to be discussed at the hearing;
    - d. the right of all parties to cross-examine witnesses subject to the Hearing Officer's determination that this right should be limited to protect student witnesses from retaliation, ostracism or reprisal;

- e. the right of all parties to appeal to the Director within ten (10) working days following the decision if the parties disagree with the Hearing Officer's decision;
        - f. the right of all parties to examine all relevant records.
      - e. The Hearing Officer shall conduct the hearing on the record and shall:
        - i. ensure that a written record of the Hearing is made, a copy of which shall be provided to all parties upon request, with the cost borne by Maeser;
        - ii. consider all relevant evidence presented at the hearing; allow the right to cross-examination of witnesses, unless the Hearing Officer determines that this right should be limited to protect student witnesses from ostracism, retaliation or reprisal;
        - iii. allow all parties a fair opportunity to present relevant evidence; and
        - iv. issue a written decision including Findings of Fact and Conclusions.
      - f. Hearing Rules
        - i. Formal Rules of Evidence do not apply to the Hearing and no discovery is permitted. However, the following rules will apply:
          - 1. parties may have access to information contained in Maeser files to the extent permitted by law;
          - 2. hearings shall be closed to the press and the public;
          - 3. documents, testimony, or other evidence submitted by the parties after the hearing, will not be considered by the Hearing Officer;
          - 4. the Hearing Officer may excuse witnesses or parties, or suspend or terminate a hearing if persons involved in the hearing are abusive, disorderly, disruptive, or if they refuse to abide by the rules and orders of the Hearing Officer.
        - ii. Appeals
          - 1. Within ten (10) working days following receipt of the Hearing Officer's written decision, either party may appeal the decision, in writing, to the Director.
          - 2. Within ten (10) working days following receipt of the appeal, the Director shall rule on the appeal or refer the appeal to the President of the Board.
          - 3. If the appeal is referred to the Board, the Board may schedule, and hold, a hearing consistent with Maeser policy.
12. Due Process for Changes of Placement for Students with Disabilities
  - a. When the student is receiving special education services or accommodations on the basis of disability under IDEA, 504 or ADA, procedures outlined in the Utah State Board of Education Special Education Rules shall be followed, including prior written notice to parents or guardians regarding their procedural due process rights, before any long-term disciplinary action or change of placement takes place. When a

determination is made that the conduct of a 504 or ADA student is not a manifestation of the student's disability, the student shall be subject to the same disciplinary consequences as regular education students, up to and including expulsion from school without educational services. NOTE: These procedures can also be found in Parental Procedural Safeguard for Children with Disabilities and their Parents.

### 13. Training

- a. Maeser will annually provide training on this policy to students, employees, coaches, and volunteers, and will also include information on:
  - i. bullying, cyber-bullying, hazing, retaliation, abusive conduct, and safe digital citizenship;
  - ii. discrimination under the following federal laws:
    1. Title VI of the Civil Rights Act of 1964;
    2. Title IX of the Education Amendments of 1972;
    3. Section 504 of the Rehabilitation Act of 1973; and
    4. Title II of the Americans with Disabilities Act of 1990
  - iii. how bullying, cyber-bullying, hazing, retaliation, abusive conduct and unsafe digital citizenship are different from discrimination and may occur separately from each other or in combination;
  - iv. how bullying, cyber-bullying, hazing, retaliation, abusive conduct and unsafe digital citizenship are prohibited based upon the students' or employees' actual or perceived characteristics, including race, color, national origin, sex, disability, religion, gender identity, sexual orientation, or other physical or mental attributes or conformance or failure to conform with stereotypes; and
  - v. the right of free speech and how it differs for students, employees, and parents.
- b. Athletics and Extracurricular Activity Training Mandate
  - i. In addition to standard employee and student training, any student, employee, or volunteer coach participating in a school-sponsored athletic program (both curricular and extracurricular) or an extracurricular club or activity shall, prior to participating, complete training on bullying, cyber-bullying, hazing, retaliation, abusive conduct prevention, and safe digital citizenship.
    1. This training shall be offered to new participants on an annual basis and to all participants at least once every three years.
    2. Maeser will maintain official training participant lists, signatures, and dates of the provided training, and shall provide these tracking items to the Utah State Board of Education upon request.
- c. This training will be offered to
  - i. all new school employees, coaches, and volunteers within the first year of employment or service; and

- ii. all school employees, coaches, and volunteers at least once every three years after the initial training.

14. Community Notification

- a. A copy of Maeser's Discipline Policy will be distributed annually to each parent, student, and employee.
- b. Maeser will obtain a signed statement from each parent, student, and employee indicating that the individual has received Maeser's Discipline Policy

15. Annual Reporting

- a. Maeser is required to report the following information annually, on or before June 30, to the State Superintendent of Public Instruction:
  - i. A copy of Maeser's active bullying policy;
  - ii. Verification of compliance regarding the signed statement policy requirement from parents, staff, and students;
  - iii. Verification of Maeser's implementation of required training for employees, coaches, and volunteers; and
    - 1. The total number and specific types of student bullying, cyber-bullying, hazing, and retaliation incidents.
      - a. This data must include the number of incidents where a student was targeted based on actual or perceived characteristics—including disability, race, national origin, religion, sex, gender identity, or sexual orientation—to fulfill federal civil rights reporting requirements.

*Approved 09.12.2023*

*Reviewed & Updated 6.24.26*

*References: 53G-9-601*