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**GUIDELINES FOR IMPLEMENTING CONDUCT AND DISCIPLINE CODE**

A. Action Plan

1. Each school is responsible for having in operation a clear series of due process/intervention procedures.
2. Procedures shall include, but not be limited to, due process notification of student, and family, in instances when disciplinary action is needed.
3. Schools have at their disposal a number of discipline procedures including conferencing with students and family members; arranging and prescribing variable amounts of time out of class or out of school as intervention procedures short of expulsion; contracts among students, family members, and staff members providing for specific responsibilities to be met by parties involved in the contract; the typical use of suspensions; and ultimately requests to the Superintendent for extension of suspensions beyond ten days or short-term or long-term expulsion from school.
4. Prior to returning to school, students who are on short-term expulsion (less than for the remainder of the school year) must meet requirements of responsibilities specified in connection with the short-term expulsion.

B. Corporal Punishment

It is the philosophy of the Englewood Schools that constructive discipline, careful screening and counseling shall consistently be used with the students in our schools. It is our belief that children will learn respect and discipline through a variety of constructive practices of concerned adults. Corporal punishment will not be used in the Englewood Schools.

- C. Employees of the district carrying out the penalties and duties in good faith are immune from any criminal or civil liability.

D. Record Keeping

1. Each school is charged with keeping accurate records of suspensions and expulsions. These records are to be included in students Permanent Records.
2. Suspension and expulsion records should include:
  - a. Copy of the official suspension notice to parent/family, or the Superintendent's letter to guardian in the case of extended suspensions or expulsions.
  - b. Reason for the suspension or expulsion.
  - c. These records are to remain in the student's Permanent Record and are not to be removed until attainment of a high school diploma.

E. Annual Reports

The Board of Education shall report annually to the State Board of Education the number of students expelled from district schools for disciplinary reasons or for failure to submit certificates of immunization. Expelled students shall not be included in calculating the dropout rate for the school or the district. *[CRS 22-32-110 2.b. (VI) (3.5) (b) as amended by H.B. 93-1093]*

ADOPTED: March 18, 2008