

**Memorandum of Understanding
Between
Northshore School District No. 417
And
Northshore Education Association**

STUDENT DISCIPLINE MATTERS AND STAFF SAFETY

This Memorandum of Understanding is entered into by the Northshore School District (“District”) and the Northshore Education Association (NSEA) in order to clarify the rights of certificated staff in student discipline matters. The parties agree as follows:

1. When a certificated employee refers a student to an administrator for disciplinary action, the employee will be provided the opportunity to submit a written statement to the administrator and to the District Hearing Officer that explains the impact of the student misconduct on the employee and on the classroom environment. The employee’s written statement will be considered in deciding the disciplinary action to be taken.
2. The employee shall be informed of the following:
 - a) The disciplinary action to be recommended by the administration
 - b) The specific infractions of the District Handbook of Student Rights and Responsibilities that were committed by the student or students
 - c) Whether a request for hearing or appeal has been filed by student(s) and/or their parents
 - d) The outcome of the disciplinary hearing and subsequent appeals
 - e) Whether the disciplinary penalty has been reduced or changed
 - f) When the student(s) will return to the classroom or school site prior to their return