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Procedure – Student Discipline

I. DEFINITIONS

- A. **Academic term** for schools on a semester schedule means 90 school days, and for schools on a trimester schedule means 60 school days.
- B. **Behavioral violation** means a student’s behavior that violates the District’s discipline policy.
- C. **Board** or **school board** means the Board of Directors of the Wenatchee School District.
- D. **Classroom exclusion** means exclusion of a student from a classroom or instructional or activity area for behavioral violations. Classroom exclusion does not include action that results in missed instruction for a brief duration when:
 - 1. a teacher or other school personnel attempts other form of discipline to support the student in meeting behavioral expectations; and
 - 2. the student remains under the supervision of the teacher or other school personnel during such brief duration.
- E. **Deference** means considerable weight is given to the District staff member’s decision.
- F. **Detention** means a form of discipline where the student is detained after school hours for not more than 60 minutes on any given day.
- G. **Discipline** means any action taken by a school district in response to behavioral violations.
- H. **Discretionary Discipline** means a form of discipline taken by the District against a student for behavioral violations, but does not include discipline for:
 - 1. A violation of RCW 28A.600.420;
 - 2. An offense in RCW 13.04.155;
 - 3. Two or more violations of RCW 9A.46.120, 9.41.280, 28A.600.455, 28A.635.020, or 28A.635.060 within a three-year period; or
 - 4. Behavior that adversely impacts the health or safety of other students or educational staff.
- I. **Emergency removal** means the removal of a student from school because the student’s presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.
- J. **Emergency classroom exclusion** means a student’s immediate exclusion from a class, subject or activity by a certificated teacher or an administrator or a school bus driver and sending of that student to the building principal or designee, when the teacher or administrator has good and sufficient reason to believe that the student’s presence poses an immediate and continuing

danger to the student, other students or school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process.

- K. **Expulsion** means a denial of admission to the student’s current school placement in response to a behavioral violation. An expulsion may also include a denial of admission to, or entry upon, real or personal property that is owned, leased, rented, or controlled by the District.
- L. **Good cause** means a substantial reason or legal justification for failing to appear, to act, or respond to an action or obligation.
- M. **In-school suspension** means a suspension in which a student is excluded from the student’s regular educational setting but remains in the student’s current school placement for up to ten (10) consecutive school days.
- N. **Long-term suspension** means a suspension in which a student is excluded from school for more than ten (10) consecutive school days.
- O. **Preponderance of the evidence** means considering all of the evidence, the proposition asserted must be more probably true than not true.
- P. **Reengagement meeting** means a meeting held between the District and the student and the student’s parents/guardians to discuss how to return the student, who has been long-term suspended or expelled, to an educational setting.
- Q. **Reengagement plan** means a culturally sensitive and culturally responsive written plan developed between the District and the student and the student’s parents/guardians designed to aid the student in taking the necessary steps to remedy the situation that led to the student’s long-term suspension or expulsion, and to return the student to an educational setting.
- R. **School business day** means any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the office of the Superintendent is open to the public for business. A school business day concludes upon the closure of the Superintendent’s office for the calendar day.
- S. **School day** means any day or partial day that students are in attendance at school for instructional purposes.
- T. **Short-term suspension** means a suspension in which a student is excluded from school for up to ten (10) consecutive school days.
- U. **Suspension** means a denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency removals. Suspension may also include denial of admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the District.

II. SUPERINTENDENT AUTHORITY

The Superintendent will have the authority to impose any discipline he or she deems appropriate. The Superintendent will:

- A. Identify the conditions under which a teacher may exclude a student from his or her class; and
- B. Designate which staff members have the authority to initiate or to impose discipline.

III. NOTIFICATION OF SUSPENSIONS/EXPULSIONS OF STUDENTS ELIGIBLE FOR SPECIAL EDUCATION SERVICES

The principal shall notify the Director of Special Education of any suspensions, expulsions, or emergency removals to be imposed on a student who is currently eligible for special education services or any student who might be deemed eligible for special education. To the extent that suspensions, expulsions, or emergency removals may cumulatively or consecutively exceed ten (10) days, the principal shall notify relevant special education staff so that the District can ensure compliance with special education discipline procedures.

IV. NOTIFICATION OF RULES, POLICIES AND PROCEDURES RELATING TO STUDENT BEHAVIOR

- A. Principals in each school will annually publish and make available to students, parents/guardians, staff, and the community the rules, policies and procedures of the District that establish misconduct or behavioral violations and the written procedures for administering discipline. The publication will also define student rights and responsibilities relating to student behavior.
- B. Pursuant to the Drug-Free Schools and Communities Act (Amendments of 1989), students and parents/guardians will be given annual notice of the standard of conduct the District requires regarding controlled substance and alcohol use, and a statement of the possible discipline sanctions for violations of that standard.
- C. The District will, in consultation with staff, students, students' families, and the community, periodically review and update the District's rules, policies and procedures related to student discipline. During the development and review of discipline policies and procedures, the District will use disaggregated data collected under RCW 28A.300.042 to:
 - 1. Monitor the impact of the District's discipline policies, procedures, and practices; and
 - 2. Update the District's discipline policies and procedures to improve fairness and equity in the administration of discipline.

V. RESPONSIBILITIES OF STAFF

A. Certificated staff will have the responsibility to:

1. Observe the rights of students;
2. Supervise student behavior and enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions will be reported orally and in writing to the principal as soon as possible regardless of any disciplinary actions taken by the teacher;
3. Maintain good order in the classroom, in the hallways, on the playgrounds or other common areas of the school, and on school buses (i.e., during field trips);
4. Make every reasonable attempt to involve parents and students in the resolution of behavioral violations for which discipline may be administered;
5. Impose discipline, removal, or emergency removal when appropriate; and
6. Maintain accurate attendance records and report all cases of truancy.

B. Principals will have the responsibility to:

1. Make every reasonable attempt to involve parents and students in the resolution of behavioral violations for which discipline may be administered;
2. Impose any discipline when appropriate;
3. Notify parents/guardians when students are suspended or expelled;
4. Conduct informal conferences when a student has been disciplined, suspended, or expelled; and
5. Confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and disciplinary actions that may be employed in the event of school rule violations of District policy or procedure violations.

VI. DISCIPLINE FOR UNEXCUSED ABSENCES AND TARDINESS

- A. Students with one or more unexcused absences and/or tardiness and subject to compulsory attendance pursuant to Chapter 28A.225 RCW may have discipline imposed that is reasonably calculated to modify the student's conduct, provided that the District may not suspend or expel a student from school for absences and/or tardiness. However, if the District imposes discipline on a student for one or more unexcused absences, it shall:

1. Provide notice to the student’s parent/guardian in writing in English or the primary language of the parent/guardian, that the student has failed to attend school without valid justification, and by any other means necessary to provide notice of these facts;
 2. Schedule a conference or conferences with the parents/guardians and the student to analyze the causes of the student’s absences and determine whether the student would be appropriately placed in a special program designed for his/her educational success; and
 3. Take steps to reduce the student’s absences, which include, where appropriate in the judgment of District staff, adjustments to the student’s school program or school or courses or assisting the parent/guardian in obtaining supplementary services.
- B. A student’s academic grade or credit may only be adversely affected by reason of tardiness or absences if:
1. The student’s attendance or participation is related to the instructional objectives or goals of the subject or course;
 2. The student’s attendance or participation has been identified by the teacher pursuant to District policy as a basis for grading the subject or course; and
 3. The circumstances pertaining to the student’s inability to attend school have been taken into consideration, including whether the absences are directly related to the student’s disability under Section 504 of the Rehabilitation Act of 1964, Title II of the Americans with Disabilities Act (ADA) or the Individuals with Disabilities Education Act (IDEA).

VII. ALTERNATIVE FORMS OF DISCIPLINE AND BEHAVIORAL VIOLATIONS

- A. The District has developed a Range of Sanctions, attached hereto as Exhibit A, which provides behavioral violations, and the types of discipline—including school discipline, suspension, and expulsion—that may be administered for each behavioral violation. The District will continue to further develop and/or revise the Range of Sanctions and the definition for what constitutes a behavioral violation to reduce the effect of implicit or unconscious bias.
- B. The Board encourages the use of alternative forms of discipline when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning. District administrators may consider alternative forms of discipline—including programs intended to lessen the time of exclusion from class attendance—which have been approved by the Board and/or Superintendent. These alternative forms of discipline include the student discipline detailed in Section X of this Procedure and may also include the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035 that:
1. Focus on prevention to reduce the use of exclusionary discipline practices;
 2. Allow the exercise of professional judgment and skill sets; and

3. May be adapted to individual student needs in a culturally responsive manner.
- C. District administrators must impose alternative forms of discipline for incidents of behavioral violations prior to imposing a suspension or expulsion for the same type of behavioral violations.
- D. At all times and as early as possible, the District must provide for early involvement of parents in efforts to support students in meeting behavioral expectation and must make every reasonable attempt to involve the student and parents in the resolution of behavioral violations.
- E. The District may not administer any discipline in a manner that would result in the denial or delay of a nutritionally adequate meal to the student or prevent a student from accomplishing a specific academic grade, subject, or graduation requirement.

VIII. CLASSROOM EXCLUSION AND EMERGENCY CLASSROOM EXCLUSION

A. Emergency Classroom Exclusion– When student’s presence poses an immediate and continuing danger or threat

1. A student may be excluded immediately from a class or subject by a teacher, administrator, or other staff as designated by the Superintendent and sent to the principal or a designated school official, without first attempting discipline, provided that the teacher or administrator has good and sufficient reason to believe that the student’s presence poses:
 - a. An immediate and continuing danger to the student, other students, or staff; or
 - b. An immediate and continuing threat of substantial disruption of the educational process.
2. The emergency exclusion will continue only until the earlier of:
 - a. The danger or threat ceases; or
 - b. The principal or designee acts to impose discipline.
3. When a teacher administers an emergency exclusion, the teacher will immediately notify the principal or designee. The principal or designee will meet with the student as soon as reasonably possible following the emergency exclusion and take or initiate appropriate discipline. The meeting will take place no later than the beginning of the school day following the student’s emergency exclusion. The teacher or administrator who emergency excluded the student will be notified of the discipline taken or initiated.

4. The District will provide the student an opportunity to make up any assignments and tests missed during classroom exclusion.

B. Classroom Exclusion – When student’s presence does not pose an immediate and continuing danger or threat

1. Teachers have the right to exclude any student who creates a disruption of the educational process in violation of building disciplinary standards, while under the teacher’s supervision, from his/her individual classroom or instructional or activity area for all or any portion of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first.
2. The teacher will attempt one or more forms of discipline prior to excluding the student.
3. A student that has been excluded may not return to the class during the balance of that class or activity period without the consent of the teacher or until the principal and the teacher have conferred, whichever occurs first.
4. A student may not be removed from school during a classroom exclusion unless the District provides notice and due process for a suspension, expulsion, or emergency removal.
5. Following a classroom exclusion, the teacher will report the exclusion, including the behavioral violation that led to the classroom exclusion to the principal or designee as soon as reasonably possible. The teacher, principal or designee will notify the student’s parents of the classroom exclusion as soon as reasonably possible. The notification will be in a language understood by the parents. The principal or designee will meet with the student as soon as reasonably possible following the exclusion and take or initiate appropriate discipline, if any. The meeting will take place no later than the beginning of the school day following the student’s exclusion. The teacher who excluded the student will be notified of the discipline taken or initiated.
6. The District will provide the student an opportunity to make up any assignments and tests missed during classroom exclusion.

IX. DISCRETIONARY DISCIPLINE

- A. Long-term suspensions and expulsions may not be imposed as a form of discretionary discipline. The definition for discretionary discipline refers to a form of discipline taken by the District but does not include discipline for certain statutes. For ease of reference, discretionary discipline does not include:
 1. A violation of RCW 28A.600.420: Firearms on school premises, transportation, or facilities;
 2. An offense in RCW 13.04.155, which includes:

- a. Any violent offense as defined in RCW 9.94A.030, which includes, but is not limited to any of the following felonies:
 - i. Any felony defined under any law as a class A felony or an attempt to commit a class A felony;
 - ii. Criminal solicitation of a criminal conspiracy to commit a class A felony;
 - iii. Manslaughter;
 - iv. Indecent liberties if committed by forcible compulsion;
 - v. Kidnapping;
 - vi. Arson;
 - vii. Assault in the second degree;
 - viii. Assault of a child in the second degree;
 - ix. Robbery;
 - x. Drive-by shooting;
 - xi. Vehicular assault or vehicular homicide, when caused by the operation or driving of a vehicle by a person while under the influence of intoxicating liquor or any drug or by the operation or driving of a vehicle in a reckless manner; or
- b. A sex offense as defined in RCW 9.94A.030, which includes, but is not limited to any of the following offenses:
 - i. Other than RCW 9A.44.132 (failure to register as sex offender), a felony that is a violation of chapter 9A.44 RCW including:
 - a. Rape;
 - b. Rape of a child;
 - c. Child molestation;
 - d. Sexual misconduct with a minor;
 - e. Indecent liberties;
 - f. Voyeurism;
 - g. Criminal trespass against children;
 - ii. A violation of RCW 9A.64.020: Incest;
 - iii. A felony that is a violation of chapter 9.68A RCW: Sexual Exploitation of Children, other than RCW 9.68A.080: Reporting of Depictions of Minor Engaged in Sexually Explicit Conduct – Civil Immunity; or
 - iv. Any felony or adjudication with a finding of sexual motivation;
- c. Unlawful possession or delivery, or both, of a controlled substance in violation of chapter 69.50 RCW;
- d. Any crime under chapter 9.41 RCW: Firearms and Dangerous Weapons;

3. Two or more violations, within a three-year period, of:
 - a. RCW 9A.46.120: Criminal gang intimidation;
 - b. RCW 9A.41.280: Possessing dangerous weapons on school facilities;
 - c. RCW 28A.600.455: Gang activity on school grounds;
 - d. RCW 28A.635.020: Willfully disobeying school administrative personnel or refusing to leave public property; or
 - e. RCW 28A.635.060: Defacing or injuring school property; or
 4. Any student behavior that adversely affects the health or safety of other students or educational staff.
- B. Unless otherwise required by law, the District is not required to impose a long-term suspension or expulsion for the misconduct listed in (A)(1) – (4) above and should first consider alternative forms of discipline.

X. STUDENT DISCIPLINE

A. School Environment

Student discipline policies and procedures are designed to support students in meeting behavioral expectations. The District must provide for early involvement of parents in efforts to support students in meeting behavioral expectation and must make every reasonable attempt to involve the student and parents in the resolution of behavioral violations. Student discipline will be enforced in order to maintain a safe and orderly school environment that is conducive to student learning.

B. Professional Judgment

The methods employed in enforcing the rules of student conduct involve professional judgment. Such judgment should be:

1. Consistent from day to day and student to student;
2. Guided by appropriate classroom management strategies;
3. Balanced against the severity of the behavioral violation;
4. Appropriate to the student's circumstances and prior behavior;
5. Fair to the student, parent/guardian, and others; and

6. Effective.

C. Detention

1. For minor infractions of school rules or District policies or procedures, or for minor behavior violations, staff may detain students after school hours for not more than 60 minutes on any given day.
2. Preceding the assignment of detention, the staff member will verbally inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student will be afforded an opportunity to explain or justify his/her actions to the staff member.
3. Detention will not begin until the parent/guardian has been verbally notified (except in the case of an adult student) for the purpose of informing the parent/guardian of the basis and reason for the detention, and to permit the parent/guardian to make arrangements for the necessary transportation of the student when the student has been detained after school hours. If a parent/guardian cannot be reached, then the school staff shall leave a telephone message for the parent/guardian and the student shall be provided written notice addressed to the parent/guardian that the detention will begin on the next school day.
4. Students in detention will be under the direct supervision of the staff member or another member of the professional staff.

D. In-School Service Work

1. For minor infractions of school rules or District policies or procedures, or for minor behavior violations, the principal or designee may assign a student to in-school service work. In-school service work includes, but is not limited to, activities such as making a school/class presentation regarding the misconduct or behavioral violation, picking up litter, emptying garbage cans, minor janitorial duties, weeding, and minor painting projects (i.e., painting over graffiti). It shall not include any repairs, remodeling, or construction of any school building or other structure.
2. The principal or designee shall specify the length of time to be served and the period of time for completion. In cases where the student fails to show proof of service time, the principal or designee may invoke other discipline.
3. In-school service work shall be done during regular school hours unless the principal or designee has arranged with the student's parent/guardian (except in the case of an adult student) to impose the in-school service work to be completed during non-regular school hours.
4. The principal or designee shall notify the student's parent/guardian orally or in writing of the student's assignment to in-school service work.

5. Students assigned to in-school service work will be under the of a District staff member.

E. Grievance Process for Student Discipline

1. Principal - Informal Conference

- a. Any parent/guardian or student who is aggrieved by the imposition of discipline, including classroom exclusion of a student, will have the right to an informal conference with the principal for the purpose of resolving the grievance.
- b. If the parent/guardian or student desires to have an informal conference with the principal, the parent/guardian or student must notify the principal in writing or orally that they intend to grieve the discipline within two (2) school business days of receiving notice of the discipline. Failure to timely notify the principal waives any right to an informal conference and the discipline shall become final.
- c. The employee whose action is being grieved will be notified of the grievance as soon as reasonably possible.
- d. The informal conference shall be held within two (2) school business days of the request for the informal conference. The principal shall immediately provide notice of the date of the informal conference to the parent/guardian and student in writing or orally. At such informal conference, the student and parent/guardian will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved. The student will be given an opportunity to share the student's perspective and explanation regarding the behavioral violation. No legal counsel or representatives of either the District or parent/guardian and student are permitted to be present at the informal conference.
- e. Within two (2) school business days after the informal conference is concluded, the principal shall issue his decision in writing to the parent/guardian and to the student as to whether the discipline is affirmed, reversed, or modified. The written decision may be mailed or personally served. If the written decision is mailed, service shall be deemed complete three (3) school business days after mailing.
- f. If the parent/guardian or student is still aggrieved after the informal conference, the parent/guardian or student will have the right, to present a written or oral grievance to the Superintendent or designee.
- g. The disciplinary action will continue notwithstanding implementation of the grievance procedure unless the principal elects to postpone such action.

2. Superintendent – Grievance Hearing

- a. If the parent/guardian or student desires to present a grievance to the Superintendent or designee, the parent/guardian or student must notify the Superintendent in writing that

they intend to grieve the discipline. The grievance notice must be received by the Superintendent within two (2) school business days after the parent/guardian's or student's receipt of the principal's written decision.

- b. If the grievance notice is not timely served, then the parent/guardian and student waive any right to a grievance hearing with the Superintendent or designee, and the principal's written decision shall become final.
- c. The employee whose action is being grieved and the principal will be notified of the grievance as soon as reasonably possible.
- d. If the parent/guardian or student timely serves the grievance notice, then the grievant shall be given the opportunity to present a grievance, in writing or orally, to the Superintendent or designee. Unless there is good cause to continue the grievance hearing, the grievance hearing shall be held within ten (10) school business days of the Superintendent receiving the grievance notice. The Superintendent or designee shall provide the parent/guardian and student notice, either in writing or orally, of the date of the grievance hearing. Notice of the date of the grievance hearing must be provided to the parent/guardian and the student at least two (2) school business days prior to the grievance hearing. If the notice of the date of the grievance hearing is done in writing, such notice may be personally served or mailed. If the notice is mailed, service shall be deemed complete three (3) school business days after mailing.
- e. At the grievance hearing, the student and parent/guardian will be subject to questioning by the Superintendent or designee and will be entitled to question staff involved in the matter being grieved. The Superintendent or designee shall determine the procedure of the grievance hearing.
- f. District staff must prove by a preponderance of the evidence that the student violated a school rule or District policy or procedure. If it is proven that the student violated a school rule or District policy or procedure, the Superintendent or designee shall give deference to the discipline imposed by the District staff.
- g. Within two (2) school business days after the grievance hearing is concluded, the Superintendent or designee shall issue his/her decision in writing to the parent/guardian and student as to whether the discipline is affirmed, reversed or modified. The written decision may be mailed or personally served. If the written decision is mailed, service shall be deemed complete three (3) school business days after mailing.
- h. If the parent/guardian or student is still aggrieved after the grievance hearing with the Superintendent or designee, the parent/guardian or student will have the right, to present a written or oral grievance to the Board.
- i. The disciplinary action will continue notwithstanding implementation of the grievance to the Board unless the Superintendent or designee elects to postpone such action.

3. Board – Grievance Hearing

- a. If the parent/guardian or student desires to present a grievance to the Board, the parent/guardian or student must notify the Superintendent in writing that they intend to grieve the discipline to the Board. The grievance notice must be received by the Superintendent within two (2) school business days after the parent/guardian's and student's receipt of the written decision of the Superintendent or designee.
- b. The employee whose action is being grieved and the principal will be notified of the grievance as soon as reasonably possible.
- c. If the grievance notice is not timely served, then the parent/guardian and student waive any right to a grievance hearing with the Board, and the written decision by the Superintendent or designee shall become final.
- d. If the parent/guardian or student timely serves the grievance notice, then the grievant shall be given the opportunity to present a grievance, in writing or orally, to the Board. Unless there is good cause to continue the grievance hearing, the grievance hearing shall be held at the Board's next regular meeting. The Superintendent or designee shall provide the parent/guardian and student notice, either in writing or orally, of the date of the grievance hearing. Notice of the date of the grievance hearing must be provided to the parent/guardian and the student at least two (2) school business days prior to the grievance hearing. If the notice of the date of the grievance hearing is done in writing, such notice may be personally served or mailed. If the notice is mailed, service shall be deemed complete three (3) school business days after mailing.
- e. At the grievance hearing, the student and parent/guardian will be subject to questioning by the District and will be entitled to question staff involved in the matter being grieved. The grievance hearing shall be a closed hearing. The Board shall determine the procedure of the grievance hearing.
- f. Either a tape-recorded or verbatim record of the grievance hearing will be made.
- g. District staff must prove by a preponderance of the evidence that the student violated a school rule or District policy or procedures. If it is proven that the student violated a school rule or District policy or procedure, the Board shall give deference to the discipline imposed by the District staff.
- h. Within ten (10) school business days after the grievance hearing is concluded, the Board shall issue its decision in writing to the parent/guardian or student as to whether the discipline is affirmed, reversed, or modified. The written decision may be mailed or personally served. If the written decision is mailed, service shall be deemed complete three (3) school business days after mailing.
- i. The disciplinary action will continue notwithstanding implementation of the grievance procedure unless the Board elects to postpone such action.

- j. The grievance hearing is a quasi-judicial process exempt from the Open Public Meetings Act (OPMA). To protect the privacy of the student and others involved, the grievance hearing will be held without public notice and without public access.

XI. SHORT-TERM SUSPENSION

A. Conditions and Limitations

1. The District must provide for early involvement of parents in efforts to support students in meeting behavioral expectation and must make every reasonable attempt to involve the student and parents in the resolution of behavioral violations.
2. Before administering any suspension, the District will consider the student's individual circumstances and the nature and circumstances of the behavioral violation to determine whether a short-term suspension, and the length of the suspension, is warranted. The nature and circumstances of the student conduct violation must reasonably warrant a short-term suspension.
3. No student will be suspended for a short term unless the District has first attempted one or more other forms of discipline to support the student in meeting behavioral expectations.
4. A short-term suspension may not be for an indefinite period of time and must have an end date. No student will be short-term suspended beyond the school year in which the behavioral violation occurred.
5. No student in grades kindergarten through fourth grade will be suspended for more than a total of ten (10) school days during any single semester or trimester and no loss of academic grades or credit will be imposed by reason of the suspension.
6. No student in fifth grade and above will be suspended for more than a total of fifteen (15) school days during any single semester or ten (10) school days during any single trimester.
7. Any student who has been short-term suspended will be provided the opportunity upon return to make up assignments and tests missed during the suspension if the assignments or tests have a substantial effect upon the student's grades or failure to complete such assignments or tests would result in denial of credit.
8. After suspending a student, the District must make reasonable efforts to return the student to the student's regular educational setting as soon as possible and allow the student to petition for readmission at any time.

B. Special Education

The principal will notify the Director of Special Education of any short-term suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that short-term suspensions may cumulatively or consecutively exceed ten school (10) days (see Procedure 2161P, Special Education and Related Services for Eligible Students, Discipline section), the principal will immediately notify relevant special education staff so that the District can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

C. Prior to Imposing Short-Term Suspension

1. Initial Hearing with Student

- a. Before administering any short-term suspension, the principal or designee must conduct an informal initial hearing with the student for the purpose of hearing the student's perspective. At the initial hearing, the principal or designee must provide the student:
 - i. Notice of the student's behavioral violation of the District's discipline policy;
 - ii. An explanation of the evidence regarding the behavioral violation;
 - iii. An explanation of the discipline that may be administered; and
 - iv. An opportunity for the student to share the student's perspective and provide explanation regarding the behavioral violation.
- b. **Parent participation.** At an initial hearing in which the principal or designee is considering administering a short-term suspension, the principal or designee must provide the student an opportunity for the student to contact the student's parents.
- c. **Administrative Decision.** Following the initial hearing, the principal or designee must inform the student of the decision regarding the behavioral violation, including the date on which any short-term suspension will begin and end.
- d. **Language Assistance.** The District must ensure that the initial hearing is held in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

2. Notice to Student and Parents

- a. Before administering any short-term suspension, the District must attempt to notify the student's parents, as soon as reasonably possible, regarding the behavioral violation.

b. Written notice

No later than one (1) school business day following the initial hearing with the student, the District must provide written notice of the short-term suspension to the student and parents in person, by mail, or by email. The written notice must include:

- i. A description of the student's behavioral violation and how the behavior violated the District's policy;
- ii. The duration and conditions of the short-term suspension, including the dates on which the short-term suspension will begin and end;
- iii. The other forms of discipline that the District considered or attempted, and an explanation of the district's decision to administer the short-term suspension;
- iv. The opportunity to receive educational services during the short-term suspension;
- v. The student's and parents' right to an informal conference with the principal or designee; and
- vi. The student's and parents' right to appeal the short-term suspension, including where and to whom the appeal must be requested.

c. Language assistance

The District must ensure the initial and written notices required under this section are provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

D. In-school suspension

1. Students who are denied attendance at school are denied the opportunity to learn. The District has therefore created an in-school suspension program which temporarily removes the student from his/her regular learning environment but permits the student to maintain his/her educational progress.
2. The District must provide for early involvement of parents in efforts to support students in meeting behavioral expectation and must make every reasonable attempt to involve the student and parents in the resolution of behavioral violations.
3. Before administering any suspension, the District will consider the student's individual

circumstances and the nature and circumstances of the behavioral violation to determine whether in-school suspension, and the length of the suspension, is warranted. The nature and circumstances of the student conduct violation must reasonably warrant an in-school suspension.

4. No student will be given in-school suspension unless the District has first attempted one or more other forms of discipline to support the student in meeting behavioral expectations.
5. No student will be given in-school suspension beyond the school year in which the behavioral violation occurred.
6. No student in grades kindergarten through fourth grade will be given in-school suspension for more than a total of ten (10) school days during any single semester or trimester and no loss of academic grades or credit will be imposed by reason of the in-school suspension.
7. No student in fifth grade and above will be given in-school suspension for more than a total of fifteen (15) school days during any single semester or ten (10) school days during any single trimester.
8. In-school suspension shall not exceed ten (10) consecutive school days. An in-school suspension is no different from any other short-term suspension, and therefore triggers the same substantive and procedural due process, including student and parent/guardian notification.
9. Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff.
10. Guidelines for in-school suspension are as follows:
 - a. A student who is afforded the opportunity to be assigned to in-school suspension must agree to the conditions specified by the principal.
 - b. In-school suspension is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.
 - c. A student in in-school suspension will attend a single subject or class or any full schedule of subjects or classes in a separate location on school property from their regular subject or class or schedule and/or classmates.
 - d. The student may be denied the opportunity to participate in any school activities while in in-school suspension, as determined in the principal's sole discretion.
 - e. While in-school suspended, the student and staff may develop a behavior contract that defines the future expected behavior of the student. District staff members who

participated in the development of the behavior contract will sign the contract. District staff must use reasonable efforts to obtain the signatures of the student and his/her parents/guardians on the contract. A violation of the behavior contract may result in imposition in other discipline.

- f. Any act of misconduct that violates school rules or District policy or procedure while in in-school suspension may result in imposition of other discipline.
 - g. After a student is placed back into the regular classroom(s), the principal or designee or school counselor will monitor the student's progress within the next five (5) school days. The student will be encouraged to maintain a relationship with the school counselor as a means of dealing with any problems that arise.
 - h. Specific rules and building procedures will be developed by the principal for in-school suspensions.
 - i. When administering an in-school suspension, the District will ensure school personnel:
 - (1) Are physically in the same location as the student to provide direct supervision during the duration of the in-school suspension; and
 - (2) Are accessible to offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes.

E. Reporting

Principals will report all short-term and in-school suspensions and the reasons therefor to the Superintendent or designee within twenty-four (24) hours after the imposition of the short-term or in-school suspension.

F. Continuation of Educational Services

The District will not suspend the provision of educational services during the period of the short-term suspension and will provide the student the opportunity to receive such services. The District will not administer discipline in a manner that would prevent a student from completing subject, grade-level, or graduation requirements. Educational services may be provided in an alternative setting, provided that such setting is comparable, equitable, and appropriate to the regular educational services a student would have received in the absence of a short-term suspension. Examples of alternative settings may include, but not limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

XII. LONG-TERM SUSPENSION

A. Conditions and Limitations

- 1. The District must provide for early involvement of parents in efforts to support students in meeting behavioral expectation and must make every reasonable attempt to involve

the student and parents in the resolution of behavioral violations.

2. Before administering any long-term suspension, the District will consider the student's individual circumstances and the nature and circumstances of the behavioral violation to determine whether a long-term suspension, and the length of the suspension, is warranted. The nature and circumstances of the violation must reasonably warrant a long-term suspension. A student may be long-term suspended for violation of school rules or District policies or procedures; provided that a long-term suspension may not be imposed for discretionary discipline.
3. Before administering a long-term suspension, the District must consider other forms of discipline to support the student in meeting behavioral expectations. As a general rule, no student will be long-term suspended unless other forms of discipline have been considered to support student in meeting behavioral expectations.
4. Except for a violation of WAC 392-400-820, no student in grades kindergarten through fourth grade will be long-term suspended.
5. No student in fifth grade and above will be long-term suspended in a manner that causes the student to lose academic grades or credit for longer than one semester or trimester during the same school year.
6. The District may only administer a long-term suspension as follows:
 - a. For behavioral violations under RCW 28A.600.015 (6)(a) through (d); and
 - b. After the District has determined that, if the student returned to school before completing a long-term suspension:
 - i. The student would pose an imminent danger to students or school personnel; or
 - ii. The student would pose an imminent threat of material and substantial disruption of the educational process.
7. A long-term suspension cannot be imposed beyond the school year in which the alleged misbehavior occurs.
8. A long-term suspension must have an end date of not more than the length of an academic term from the time of the start date of the long-term suspension.
9. After suspending a student, the District must make reasonable efforts to return the student to the student's regular educational setting as soon as possible and allow the student to petition for readmission at any time.

B. Special Education

The principal will notify the Director of Special Education of any long-term suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. When a long-term suspension is imposed (see Procedure 2161P, Special Education and Related Services for Eligible Students, Discipline section), the principal will immediately notify relevant special education staff so that the District can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

C. Prior to Imposing Long-Term Suspension

1. Initial Hearing with Student

- a. Before administering any long-term suspension, the principal or designee must conduct an informal initial hearing with the student for the purpose of hearing the student's perspective. At the initial hearing, the principal or designee must provide the student:
 - i. Notice of the student's behavioral violation of the District's discipline policy;
 - ii. An explanation of the evidence regarding the behavioral violation;
 - iii. An explanation of the discipline that may be administered; and
 - iv. An opportunity for the student to share the student's perspective and provide explanation regarding the behavioral violation.
- b. **Parent participation.** At an initial hearing in which the principal or designee is considering administering a long-term suspension, the principal or designee must make a reasonable attempt to contact the student's parents to provide an opportunity for the parents to participate in the initial hearing in person or by telephone.
- c. **Administrative Decision.** Following the initial hearing, the principal or designee must inform the student of the decision regarding the behavioral violation, including the date on which any long-term suspension will begin and end.
- d. **Language Assistance.** The District must ensure that the initial hearing is held in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

2. Notice to Student and Parents

- a. Before administering any long-term suspension, the District must attempt to notify the

student's parents, as soon as reasonably possible, regarding the behavioral violation.

b. Written notice

No later than one (1) school business day following the initial hearing with the student in, the District must provide written notice of the long-term suspension to the student and parents in person, by mail, or by email. The written notice must include:

- i. A description of the student's behavioral violation and how the behavior violated the District's policy;
- ii. The duration and conditions of the long-term suspension, including the dates on which the long-term suspension will begin and end;
- iii. The other forms of discipline that the District considered or attempted, and an explanation of the district's decision to administer the long-term suspension;
- iv. The opportunity to receive educational services during the long-term suspension;
- v. The student's and parents' right to an informal conference with the principal or designee;
- vi. The student's and parents' right to appeal the long-term suspension, including where and to whom the appeal must be requested; and
- vii. The opportunity for the student and parents to participate in a reengagement meeting.

c. Language assistance

The District must ensure the initial and written notices required under this section are provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

D. Reporting

Principals will report all long-term suspensions and the reasons therefore to the Superintendent or designee within twenty-four (24) hours after the imposition of the long-term suspension.

E. Continuation of Educational Services

The District will not suspend the provision of educational services during the period of the

long-term suspension and will provide the student the opportunity to receive such services. The District will not administer discipline in a manner that would prevent a student from completing subject, grade-level, or graduation requirements. Educational services may be provided in an alternative setting, provided that such setting is comparable, equitable, and appropriate to the regular educational services a student would have received in the absence of a long-term suspension. Examples of alternative settings may include, but not limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

XIII. EXPULSION

A. Conditions and Limitations

1. The District must provide for early involvement of parents in efforts to support students in meeting behavioral expectation and must make every reasonable attempt to involve the student and parents in the resolution of behavioral violations.
2. Before administering an expulsion, the District must consider the student's individual circumstances and the nature and circumstances of the behavioral violation to determine whether the expulsion, and the length of expulsion is warranted. The nature and circumstances of the violation must reasonably warrant the harshness of expulsion. A student may be expelled for violation of school rules or District policies or procedures; provided that an expulsion may not be imposed for discretionary discipline.
3. Before administering an expulsion, the District must consider other forms of discipline to support the student in meeting behavioral expectations. No student shall be expelled unless:
 - a. Other forms of discipline reasonably calculated to modify the student's conduct have failed; or
 - b. There is good reason to believe that other forms of discipline would fail if used.
4. An expulsion of a student may not be for an indefinite period of time and must have an end date. An expulsion may not exceed the length of an academic term from the time of the start date of the expulsion unless extended pursuant to Section XIX of this Procedure.
5. Except for violations of WAC 392-400-820, the District may not administer an expulsion for any student in kindergarten through fourth grade.
6. Pursuant to RCW 28A.600.420, any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, will be expelled for not less than one calendar year. The Superintendent of the District may modify the expulsion of the student on a case-by-case basis
7. The District may only administer an expulsion as follows:

- a. For behavioral violations under RCW 28A.600.015 (6)(a) through (d); and
 - b. After the District has determined that if the student returned to school before completing an expulsion, the student would pose an imminent danger to students or school personnel.
8. After expelling a student, the District must make reasonable efforts to return the student to the student's regular educational setting as soon as possible and allow the student to petition for readmission at any time.

B. Special Education

The principal will notify the Director of Special Education of any long-term suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. When a long-term suspension is imposed (see Procedure 2161P, Special Education and Related Services for Eligible Students, Discipline section), the principal will immediately notify relevant special education staff so that the District can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

C. Prior to Imposing Expulsion

1. Initial Hearing with Student

- a. Before administering any expulsion, the principal or designee must conduct an informal initial hearing with the student for the purpose of hearing the student's perspective. At the initial hearing, the principal or designee must provide the student:
 - i. Notice of the student's behavioral violation of the District's discipline policy;
 - ii. An explanation of the evidence regarding the behavioral violation;
 - iii. An explanation of the discipline that may be administered; and
 - iv. An opportunity for the student to share the student's perspective and provide explanation regarding the behavioral violation.
- b. **Parent participation.** At an initial hearing in which the principal or designee is considering administering an expulsion, the principal or designee must make a reasonable attempt to contact the student's parents to provide an opportunity for the parents to participate in the initial hearing in person or by telephone.
- c. **Administrative Decision.** Following the initial hearing, the principal or designee must inform the student of the decision regarding the behavioral violation, including the date on which any expulsion will begin and end.

- d. **Language Assistance.** The District must ensure that the initial hearing is held in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

2. Notice to Student and Parents

- a. Before administering any expulsion, the District must attempt to notify the student's parents, as soon as reasonably possible, regarding the behavioral violation.

b. Written notice

No later than one (1) school business day following the initial hearing with the student in, the District must provide written notice of the expulsion to the student and parents in person, by mail, or by email. The written notice must include:

- i. A description of the student's behavioral violation and how the behavior violated the District's policy;
- ii. The duration and conditions of the expulsion, including the dates on which the expulsion will begin and end;
- iii. The other forms of discipline that the District considered or attempted, and an explanation of the district's decision to administer the expulsion;
- iv. The opportunity to receive educational services during the expulsion;
- v. The student's and parents' right to an informal conference with the principal or designee;
- vi. The student's and parents' right to appeal the expulsion, including where and to whom the appeal must be requested; and
- vii. The opportunity for the student and parents to participate in a reengagement meeting.

c. Language assistance

The District must ensure the initial and written notices required under this section are provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

D. Reporting

1. Principals will report all expulsions and the reasons therefor to the Superintendent or designee within twenty-four (24) hours after the imposing the expulsion.
2. Principals will bring the expulsion to the attention of appropriate local and state authorities, including, but not limited to, juvenile authorities acting pursuant to Chapter 13.04 RCW, so that such authorities may address the student's educational needs.

E. Continuation of Educational Services

The District will not suspend the provision of educational services during the period of the expulsion and will provide the student the opportunity to receive such services. The District will not administer discipline in a manner that would prevent a student from completing subject, grade-level, or graduation requirements. Educational services may be provided in an alternative setting, provided that such setting is comparable, equitable, and appropriate to the regular educational services a student would have received in the absence of an expulsion. Examples of alternative settings may include, but not limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

XIV. EMERGENCY REMOVAL

A. Conditions and Limitations

1. A student may be expelled immediately for violation of school rules or District policies or procedures; provided that an emergency removal may not be imposed for discretionary discipline and further provided that the Superintendent or designee has good and sufficient reason to believe that the student's presence poses:
 - a. An immediate and continuing danger to other students or school staff; or
 - b. An immediate and continuing threat of substantial disruption of the educational process.
2. For purposes of this section, an immediate and continuing threat of material and substantial disruption of the educational process means:
 - a. The student's behavior results in an extreme disruption of the educational process that creates a substantial barrier to learning for other students across the school day; and
 - b. School personnel have exhausted reasonable attempts at administering other forms of discipline to support the student in meeting behavioral expectations.
3. An emergency removal may not be imposed solely for the purposes of investigating student behavioral violation.

4. An emergency removal must end or be converted to another form of discipline within ten (10) school days of the start of the emergency removal. If the emergency removal is converted to another form of discipline, the District will provide the student and the student's parents/guardians with notice and due process rights appropriate for the new discipline.
5. After suspending a student, the District must make reasonable efforts to return the student to the student's regular educational setting as soon as possible and allow the student to petition for readmission at any time.

B. Special Education

The principal will notify the Director of Special Education of any emergency removal to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. When a long-term suspension is imposed (see Procedure 2161P, Special Education and Related Services for Eligible Students, Discipline section), the principal will immediately notify relevant special education staff so that the District can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

C. Imposing an Emergency Removal

1. Initial notice

After an emergency removal, the District must attempt to notify the student's parents, as soon as reasonably possible, regarding the reason the district believes the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.

2. Written notice

Within twenty-four (24) hours after an emergency removal, the District must provide written notice of the emergency removal to the student and parents in person, by mail, or by email. The written notice must include:

- a. The reason the student's presence poses an immediate and continuing danger to students or school personnel, or poses an immediate and continuing threat of material and substantial disruption of the educational process;
- b. The duration and conditions of the emergency removal, including the dates on which the emergency removal will begin and end;
- c. The opportunity to receive educational services during the emergency removal;

- d. The student's and parents' right to an informal conference with the principal or designee; and
- e. The student's and parents' right to appeal the emergency removal, including where and to whom the appeal must be requested.

3. Language assistance

The District must ensure the initial and written notices required under this section are provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

D. Conversion of Emergency Removal

1. If the principal converts the emergency removal to another form of discipline prior to the hearing provided for in this Procedure, then the principal shall provide notice of the new discipline to the student and to the student's parents/guardians, as required by this Procedure for the new discipline. Additionally, any days that the student was emergency expelled before the conversion must be applied to the total length of the suspension or expulsion.
2. In the event that the principal converts the emergency removal to a long-term suspension or an expulsion as permitted above and the student and/or the student's parents have made a request for hearing under this Procedure for the emergency removal, the hearing officer has the authority to consolidate any hearings or appeals requested by the student or the student's parents/guardians for the emergency removal, expulsion and/or long-term suspension so that the hearing officer may decide all issues in a single hearing and written decision.

E. Reporting

1. Principals will report all emergency removals and the reasons the student's presence poses an immediate and continuing danger to other students or school staff to the Superintendent or designee within twenty-four (24) hours after the start of the emergency removal.
2. Principals will bring the emergency removal to the attention of appropriate local and state authorities, including, but not limited to, juvenile authorities acting pursuant to Chapter 13.04 RCW, so that such authorities may address the student's educational needs.

F. Continuation of Educational Services

The District will not suspend the provision of educational services during the period of the emergency removal and will provide the student the opportunity to receive such services. The District will not administer discipline in a manner that would prevent a student from completing subject, grade-level, or graduation requirements. Educational services may be provided in an alternative setting, provided that such setting is comparable, equitable, and appropriate to the

regular educational services a student would have received in the absence of an emergency removal. Examples of alternative settings may include, but not limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

XV. EDUCATIONAL SERVICES DURING SUSPENSION, EXPULSION, OR EMERGENCY REMOVAL

A. Educational services

1. The District may not suspend the provision of educational services to a student in response to behavioral violations.
2. During the suspension, expulsion, or emergency removal of a student, the District must provide the student the opportunity to receive educational services. The educational services must enable the student to continue to participate in the general education curriculum; meet the educational standards established within the district; and complete subject, grade-level, and graduation requirements.
3. When providing a student the opportunity to receive educational services under this section, the District must consider:
 - a. Meaningful input from the student, parents, and the student's teachers;
 - b. Whether the student's regular educational services include English language development services, special education, accommodations and related services under Section 504 of the Rehabilitation Act of 1973, or supplemental services designed to support the student's academic achievement; and
 - c. Access to any necessary technology, transportation, or resources the student needs to participate fully in the educational services.
4. The District may provide educational services to the student in an alternative setting or modify the suspension or expulsion on a case-by-case basis. An alternative setting should be comparable, equitable, and appropriate to the regular educational services a student would have received without the exclusionary discipline. Example alternative settings include alternative high schools, one-on-one tutoring, and online learning.

B. Notice

As soon as reasonably possible after administering a suspension or expulsion, the District must provide written notice to the student and parents about the educational services the district will provide. The District must provide the written notice in person, by mail, or by email. The notice must include a description of the educational services that will be provided and the name and

contact information for the school personnel who can offer support to keep the student current with assignments and course work.

C. Exclusions for up to five days

For students subject to suspension or emergency removal for up to five (5) consecutive school days, the District must provide at least the following:

1. Course work, including any assigned homework, from all of the student's regular subjects or classes;
2. Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes; and
3. An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency removal.

D. Exclusions for six to ten days

For students subject to suspension or emergency removal for six (6) to ten (10) consecutive school days, the District must provide at least the following:

1. Course work, including any assigned homework, from all of the student's regular subjects or classes;
2. Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes. School personnel must make a reasonable attempt to contact the student or parents within three school business days following the start of the suspension or emergency removal and periodically thereafter until the suspension or emergency removal ends to:
 - a. Coordinate the delivery and grading of course work between the student and the student's teacher(s) at a frequency that would allow the student to keep current with assignments and course work for all of the student's regular subjects or classes; and
 - b. Communicate with the student, parents, and the student's teacher(s) about the student's academic progress.
3. An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency removal.

E. Long-term suspensions and expulsions

For students subject to expulsion or suspension for more than ten (10) consecutive school days, the District must provide educational services in accordance with WAC 392-121-107.

F. Language assistance

The District must ensure that notices and communications required under this section are provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

XVI. SUSPENSION AND EXPULSION GRIEVANCE AND APPEAL PROCESS

A. Suspensions and expulsions—Optional conference with principal.

1. Requesting a conference

- a. If the student or parent/guardian disagree with the District's decision to suspend or expel the student, the student or parents may request an informal conference with the principal or designee to resolve the disagreement. The request for an informal conference may be made orally or in writing.
- b. If the parent/guardian or student desires to have an informal conference with the principal or designee, the parent/guardian or student must notify the principal in writing or orally that they intend to grieve the suspension or expulsion within two (2) school business days of receiving notice of the suspension or expulsion. Failure to timely notify the principal or designee waives any right to an informal conference.
- c. The employee whose action is being grieved will be notified of the grievance as soon as reasonably possible.

2. Time limit

- a. The principal or designee must hold the conference within three (3) school business days after receiving the request, unless otherwise agreed to by the student and parents. The principal or designee shall immediately provide notice of the date of the informal conference to the parent/guardian and student in writing or orally.
- b. Within two (2) school business days after the informal conference is concluded, the principal or designee shall issue his/her decision in writing to the parent/guardian or student as to whether the discipline is affirmed, reversed, or modified. The written decision may be mailed or personally served. If the written decision is mailed, service shall be deemed complete three (3) school business days after mailing.

3. Conference

At the informal conference the student and parent/guardian will be subject to questioning by the principal or designee and will be entitled to question staff involved in the matter being grieved. No legal counsel or legal representative of either the District or parent/guardian and student are permitted to be present at the informal conference.

During the informal conference, the principal or designee must provide the student and parents the opportunity to:

- a. Share the student's perspective and explanation regarding the behavioral violation;
- b. Confer with the principal or designee and school personnel involved in the incident that led to the suspension or expulsion; and
- c. Discuss other forms of discipline that may be administered.

4. Language assistance

The District must ensure the conference is held in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

5. Right to appeal

An informal conference does not limit a student's or parents' right to appeal the suspension or expulsion, participate in a reengagement meeting, or petition for readmission.

B. Suspensions and expulsions—Appeal.

1. Requesting an appeal

- a. The parent/guardian or student may appeal a suspension or expulsion to the District superintendent or designee orally or in writing.
- b. The employee whose action is being grieved and the principal will be notified of the grievance as soon as reasonably possible.

2. Time limit

- a. Appeals must be submitted within five (5) school business days from the date the District provided the written notice of suspension or expulsion notice under WAC 392-400-455.

If the grievance notice is not timely served, then the parent/guardian and student waive any right to a grievance hearing with the Superintendent or designee, and the suspension or expulsion shall become final.

3. Short-term and in-school suspensions

- a. **Notice.** If the parent/guardian or student timely serves the grievance notice, then the grievant shall be given the opportunity to present a grievance, in writing or orally, to the Superintendent or designee. Unless there is good cause to continue the grievance hearing, the grievance hearing shall be held within five (5) school business days of the Superintendent receiving the grievance notice. The Superintendent or designee shall provide the parent/guardian and student notice, either in writing or orally, of the date of the grievance hearing. Notice of the date of the grievance hearing must be provided to the parent/guardian and the student at least two (2) school business days prior to the grievance hearing. If the notice of the date of the grievance hearing is done in writing, such notice may be personally served or mailed. If the notice is mailed, service shall be deemed complete three (3) school business days after mailing.
- b. **Appeal Hearing.** The superintendent or designee must provide the student and parents the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing. The student and parent/guardian will be subject to questioning by the Superintendent or designee and will be entitled to question staff involved in the matter being grieved. The Superintendent or designee shall determine the procedure of the grievance hearing.

District staff must prove by a preponderance of the evidence that the student violated a school rule or District policy or procedures. If it is proven that the student violated a school rule or District policy or procedure, the Superintendent or designee shall give deference to the short-term or in-school suspension imposed by the District staff.

- c. **Appeal decision.** The superintendent or designee must deliver a written appeal decision to the student and parents in person, by mail, or by email within two (2) school business days after hearing the appeal. The written decision must include:
 - i. The decision to affirm, reverse, or modify the suspension;
 - ii. The duration and conditions of the suspension, including the dates on which the suspension will begin and end;
 - iii. The educational services the District will offer to the student during the suspension; and

- iv. Notice of the student's and parents' right to request review and reconsideration of the appeal decision, including where and to whom to make the request.
- d. **Reconsideration.** If the parent/guardian or student is still aggrieved after the appeal hearing with the Superintendent or designee, the parent/guardian or student will have the right, to present a written or oral grievance to the Board for reconsideration. The suspension will continue notwithstanding implementation of the grievance procedure to the Board unless Superintendent or designee elects to postpone such action.

4. Long-term suspensions and expulsions

- a. **Notice.** Within one (1) school business day after receiving the appeal request, unless otherwise agreed to by the student and parents, the superintendent or designee must provide the student and parents written notice in person, by mail, or by email of:
 - i. The time, date, and location of the appeal hearing;
 - ii. The name(s) of the official(s) presiding over the appeal;
 - iii. The student's and parents' rights to inspect the student's education records under (e) of this subsection;
 - iv. The student's and parents' rights to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing under (e) of this subsection;
 - v. The student's and parents' rights under (f) of this subsection; and
 - vi. Whether the District will offer to hold a reengagement meeting under WAC 392-400-710 before the appeal hearing.
- b. **Reengagement.** Before the appeal hearing, the student, parents, and District may agree to hold a reengagement meeting and develop a reengagement plan. The student, parents, and District may mutually agree to postpone the appeal hearing while participating in the reengagement process.
- c. **Appeal hearing.** The District must hold an appeal hearing within three (3) school business days from the date the superintendent or designee received the appeal request, unless otherwise agreed to by the student or parents.
- d. **Presiding officials.** The hearing officer shall be the Executive Director of Student Services; provided that the Executive Director is not involved in the student's behavioral violation or decision to suspend or expel the student. In the event that the Executive

Director is disqualified from being the hearing officer or is unable to serve as the hearing officer, then the Superintendent will designate a hearing officer; provided that the designated person is also not disqualified. The presiding official must be knowledgeable about the rules in this chapter and of the District's discipline policies and procedures.

e. Evidence and witnesses

- i. Upon request, the student, parents, and District may inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the appeal hearing. The District, student, or parents must make the information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.
- ii. Upon request, the student and parents may review the student's education records. The district must make the records available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.
- iii. If a witness for the District cannot or does not appear at the appeal hearing, the presiding official(s) may excuse the witness's nonappearance if the district establishes that the district made a reasonable effort to produce the witness; and the witness's failure to appear is excused by fear of reprisal or another compelling reason.
- iv. The District has the burden of proving by a preponderance of the evidence that the student's alleged misconduct occurred and that it violates a school rule, or District policy or procedure.

f. Student and parent rights. During the appeal hearing, the student and parents have the right to:

- i. Be represented by legal counsel;
- ii. Question witnesses;
- iii. Inspect in advance of the hearing any documentary and physical evidence that the District intends to introduce at hearing;
- iv. Share the student's perspective and provide explanation regarding the behavioral violation; and
- v. Introduce relevant documentary, physical, or testimonial evidence.

- g. **District Rights.** During the appeal hearing, the District has the right to:
 - i. Be represented by legal counsel;
 - ii. Question witnesses;
 - iii. Inspect in advance of the hearing any documentary and physical evidence that the student and/or parent/guardian intends to introduce at hearing;
 - iv. Present an explanation of the alleged misconduct; and
 - v. Introduce relevant documentary, physical, or testimonial evidence.
 - h. **Recording of hearing.** The appeal hearing must be recorded by manual, electronic, or other type of recording device. The District must provide the recording to the student or parents upon request.
 - i. **Appeal decision.** The presiding official(s) must base the decision solely on the evidence presented at the hearing. The presiding official(s) must provide a written decision to the student and parents in person, by mail, or by email within three (3) school business days after the appeal hearing. The written decision must include:
 - i. The findings of fact;
 - ii. A determination of whether: 1) The student's behavior violated the District's discipline policy; 2) The behavioral violation reasonably warrants the suspension or expulsion and the length of the suspension or expulsion; and 3) The suspension or expulsion is affirmed, reversed, or modified;
 - iii. The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end;
 - iv. Notice of the student's and parents' right to request review and reconsideration of the appeal decision, including where and to whom to make the request; and
 - v. Notice of the opportunity to participate in a reengagement meeting and the contact information for the person who will coordinate scheduling of the reengagement meeting.
5. **Language assistance.** The District must ensure that the notice, appeal proceedings, and decision are in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the

Civil Rights Act of 1964.

6. **Pending appeal.** If the student or parents request an appeal under this section, the District may temporarily continue to administer the suspension or expulsion during the appeal period subject to the following requirements:
 - a. The District may temporarily continue to administer the suspension or expulsion for no more than ten (10) consecutive school days from the initial hearing with the student under WAC 392-400-450 or until the appeal is decided, whichever is earlier;
 - b. Any days that the student is temporarily suspended or expelled before the appeal is decided must be applied to the term of the student's suspension or expulsion and may not extend the term of the student's suspension or expulsion;
 - c. If the student who is temporarily suspended or expelled returns to school before the appeal is decided under this section, the District must provide the student an opportunity to make up assignments and tests missed during the suspension or expulsion upon the student's return.

C. Suspensions and expulsions—Review and reconsideration

1. Requesting review

The student or parents may request that the school board or discipline appeal council, if established, review and reconsider the District's appeal decision. The student or parents may request the review orally or in writing. The employee whose action is being grieved and the principal will be notified of the grievance as soon as reasonably possible.

2. Time limit

The review or reconsideration must be requested within ten (10) school business days from the date the District provides the written appeal decision to the student and parents. If the grievance notice is not timely served, then the parent/guardian and student waive any right to a review and reconsideration with the Board, and the written decision by the Superintendent or designee shall become final.

Unless there is good cause to continue the review and reconsideration, it shall be held at the Board's next regular meeting. The Superintendent or designee shall provide the

parent/guardian and student notice, either in writing or orally, of the date of the review and reconsideration. Notice of the date of the review and reconsideration must be provided to the parent/guardian and the student at least two (2) school business days prior to the grievance hearing. If the notice is done in writing, such notice may be personally served or

mailed. If the notice is mailed, service shall be deemed complete three (3) school business days after mailing.

3. Review procedure

- a. In reviewing the District's decision, the school board or discipline appeal council must consider all documentary and physical evidence related to the behavioral violation, any records from the appeal, relevant state law, and the District's discipline policy.
- b. The school board or discipline appeal council may request to meet with the student or parents, the principal, witnesses, or school personnel to hear further arguments and gather additional information. If further arguments are heard, the student and parent/guardian will be subject to questioning by the District, and will be entitled to question staff involved in the matter being grieved. The review and reconsideration shall be a closed hearing. The Board shall determine the procedure of the grievance hearing.
- c. The decision of the school board or discipline appeal council must be made only by board or council members who were not involved in the behavioral violation, the decision to suspend or expel the student, or the appeal decision. If the discipline appeal council presided over the appeal, the decision must be made by the school board.
- d. District staff must prove by a preponderance of the evidence that the student violated a school rule or District policy or procedures. If it is proven that the student violated a school rule or District policy or procedure, the Board shall give deference to the suspension or expulsion imposed by the District staff.
- e. Either a tape-recorded or verbatim record of the review and reconsideration hearing will be made.

4. Decision

The school board or discipline appeal council must provide a written decision to the student and parents in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision must identify:

- a. Whether the school board or discipline appeal council affirms, reverses, or modifies the suspension or expulsion;
- b. The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end; and
- c. For long-term suspensions or expulsions, notice of the opportunity to participate

in a reengagement meeting.

The suspension or expulsion will continue notwithstanding implementation of the grievance procedure unless the Board elects to postpone such action.

5. Language assistance

The District must ensure that any review proceedings and decision are in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

D. Discipline appeal council

A school board may designate a discipline appeal council to hear and decide appeals or to review and reconsider the district's appeal decisions. A discipline appeal council must consist of at least three (3) persons appointed by the school board for fixed terms. All members of the discipline appeal council must be knowledgeable about the rules in this chapter and of the District's discipline policies and procedures.

XVII. EMERGENCY REMOVAL GRIEVANCE AND APPEAL PROCESS

A. Emergency expulsions—Optional conference with principal

1. Requesting a conference

- a. If the student or parent/guardian disagree with the District's decision to emergency expel the student, the student or parents may request an informal conference with the principal or designee to resolve the disagreement. The request for an informal conference may be made orally or in writing.
- b. If the parent/guardian or student desires to have an informal conference with the principal or designee, the parent/guardian or student must notify the principal in writing or orally that they intend to grieve the emergency removal within two (2) school business days of receiving notice of the expulsion. Failure to timely notify the principal or designee waives any right to an informal conference.
- c. The employee whose action is being grieved will be notified of the grievance as soon as reasonably possible.

2. Time limit

- a. The principal or designee must hold the conference within three (3) school business

days after receiving the request, unless otherwise agreed to by the student and parents. The principal or designee shall immediately provide notice of the date of the informal conference to the parent/guardian and student in writing or orally.

- b. Within two (2) school business days after the informal conference is concluded, the principal or designee shall issue his/her decision in writing to the parent/guardian or student as to whether the discipline is affirmed, reversed or modified. The written decision may be mailed or personally served. If the written decision is mailed, service shall be deemed complete three (3) school business days after mailing.

3. Conference

At the informal conference the student and parent/guardian will be subject to questioning by the principal or designee and will be entitled to question staff involved in the matter being grieved. No legal counsel or legal representative of either the District or parent/guardian and student are permitted to be present at the informal conference.

During the informal conference, the principal or designee must provide the student and parents the opportunity to:

- a. Share the student's perspective and explanation regarding the behavioral violation;
- b. Confer with the principal or designee and school personnel involved in the incident that led to the emergency removal; and
- c. Discuss other forms of discipline that may be administered.

4. Language assistance

The District must ensure the conference is held in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

5. Right to appeal

An informal conference must not limit a student's or parents' right to appeal the emergency removal.

B. Emergency expulsions—Appeal

1. Requesting an appeal

A student or the parents may appeal an emergency removal to the District superintendent or designee orally or in writing.

2. Time limit

An appeal must be requested within three (3) school business days from the date the District provided the written notice of the emergency removal. If the grievance notice is not timely served, then the parent/guardian and student waive any right to a grievance hearing with the superintendent or designee and the emergency removal shall become final.

3. Notice

Within one (1) school business day after receiving the appeal request, unless otherwise agreed to by the student and parents, the superintendent or designee must provide the student and parents written notice in person, by mail, or by email of:

- a. The time, date, and location of the appeal hearing;
- b. The name(s) of the official(s) presiding over the appeal;
- c. The student's and parents' rights to inspect the student's education records under subsection 6 of this section;
- d. The student's and parents' rights to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing under subsection 6 of this section;
- e. The student's and parents' rights under subsection 7 of this section; and
- f. Whether the District will offer a reengagement meeting before the appeal hearing.

4. Appeal hearing

The District must hold an appeal hearing as soon as reasonably possible, but no later than two (2) school business days after the date the superintendent or designee received the appeal request, unless otherwise agreed to by the student and parents.

5. Presiding official(s)

The hearing officer shall be the Executive Director of Student Services; provided that the Executive Director is not involved in the student's behavioral violation or decision to suspend or expel the student. In the event that the Executive Director is disqualified from being the hearing officer or is unable to serve as the hearing officer, then the Superintendent will designate a hearing officer; provided that the designated person is also not disqualified.

The presiding official must be knowledgeable about the rules in this chapter and of the District's discipline policies and procedures.

6. Evidence and witnesses

- a. Upon request, the student, parents, and District may inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the appeal hearing. The District, student, or parents must make the information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.
- b. Upon request, the student and parents may review the student's education records. The District must make the records available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.
- c. If a witness for the District cannot or does not appear at the appeal hearing, the presiding official(s) may excuse the witness's nonappearance if the district establishes that: the district made a reasonable effort to produce the witness; and the witness's failure to appear is excused by fear of reprisal or another compelling reason.
- d. The District has the burden of proving by a preponderance of the evidence that the student's alleged misconduct occurred and that it violates a school rule, or District policy or procedure.

7. Student and parent rights

The student and parents have the right to:

- a. Be represented by legal counsel;
- b. Question witnesses;
- c. Inspect in advance of the hearing any documentary and physical evidence that the District intends to introduce at hearing;
- d. Share the student's perspective and provide explanation regarding the events that led to the emergency removal; and
- e. Introduce relevant documentary, physical, or testimonial evidence.

8. District Rights.

During the appeal hearing, the District has the right to:

- a. Be represented by legal counsel;
- b. Question witnesses;
- c. Inspect in advance of the hearing any documentary and physical evidence that the student and/or parent/guardian intends to introduce at hearing;
- d. Present an explanation of the alleged misconduct; and
- e. Introduce relevant documentary, physical, or testimonial evidence.

9. Recording of hearing

The appeal hearing must be recorded by manual, electronic, or other type of recording device. The District must provide the recording to the student or parents upon request.

10. Appeal decision

The District must provide a written decision to the student and parents in person, by mail, or by email within one (1) school business day after the appeal hearing. The written decision must include:

- a. The findings of fact;
- b. A determination whether the student's presence continues to pose:
 - i. An immediate and continuing danger to students or school personnel; or
 - ii. An immediate and continuing threat of material and substantial disruption of the educational process.
- c. Whether the District will end the emergency removal or convert the emergency removal to a suspension or expulsion. If the District converts the emergency removal to a suspension or expulsion, the district must provide the student and parents notice and due process as established by the provisions in this procedure; and
- d. Notice of the student's and parents' right to request review and reconsideration of the appeal decision, including where and to whom to make the request.

11. Language assistance

The District must ensure that any appeal proceedings, notices, and decisions are provided in

a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

C. Emergency expulsions—Review and reconsideration

1. Requesting review

The student or parents may request that the school board or discipline appeal council, if established, review and reconsider the District's appeal decision under. The student or parents may request the review orally or in writing.

2. Time limit

A request for review and reconsideration must be made within five (5) school business days from the date the District provided the written appeal decision to the student and parents.

3. Review procedure

- a. In reviewing the District's decision, the school board or discipline appeal council must consider all documentary and physical evidence related to the events that led to the emergency removal, any records from the appeal, relevant state law, and the district's discipline policy.
- b. The school board or discipline appeal council may request to meet with the student or parents, the principal, witnesses, or school personnel to hear further arguments and gather additional information.
- c. The decision of the school board or discipline appeal council must be made only by board or council members who were not involved in the events that led to the emergency removal, the decision to emergency expel the student, or the appeal decision. If the discipline appeal council presided over the appeal, the decision must be made by the school board.

4. Decision

The school board or discipline appeal council must provide a written decision to the student and parents in person, by mail, or by email within five (5) school business days after receiving the request for review and reconsideration. The written decision must identify:

- a. Whether the school board or discipline appeal council affirms or reverses the District's decision that the student's presence posed:
 - i. An immediate and continuing danger to students or school personnel; or

- ii. An immediate and continuing threat of material and substantial disruption of the educational process.
 - b. If the emergency removal has not yet ended or been converted, whether the District will end the emergency removal or convert the emergency removal to a suspension or expulsion. If the District converts the emergency removal to a suspension or expulsion, the district must provide the student and parents notice and due process as established by the provisions in the procedure.

5. Language assistance

The District must ensure that any review proceedings and decision are in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

XVIII. GENERAL MATTERS FOR DECISIONS ISSUED BY SCHOOL BOARD

A. Board Decisions

Any decision by the Board to impose or to affirm, reverse or modify any discipline upon a student will be made only by:

1. Those Board members who have heard, studied or reviewed the evidence;
2. Those Board members who have not acted as a witness in the matter; and
3. A majority vote at a meeting at which a quorum of the Board is present.

B. Appeal from Board Decisions

1. The decisions of the Board may be appealed to a Court of competent jurisdiction pursuant to Chapter 28A.645 RCW.
2. The discipline imposed by the Board may be postponed pending an appeal if authorized by the Board or by a Court of competent jurisdiction.

XIX. REENGAGEMENT - LONG-TERM SUSPENSIONS AND EXPULSIONS

A. Reengagement Meeting

1. The District must convene a reengagement meeting with the student and the student's parents/guardians within twenty (20) calendar days of the start of a long-term suspension or expulsion, but no later than five (5) calendar days before the student's reentry or re-

enrollment to school, or as soon as reasonably possible if the student or parents request a prompt reengagement meeting.

2. Before convening a reengagement meeting, the District must communicate with the student and parents to schedule the meeting time and location.
3. The principal shall determine which District staff member(s) shall attend the reengagement meeting; provided that there shall be District staff member(s) present that have the ability and authority:
 - a. To shorten the length of time that the student is suspended or expelled;
 - b. To impose other forms of discipline; and
 - c. To permit supportive interventions that aid in the student’s academic success and keep the student engaged and on track to graduate.
2. A reengagement meeting is not intended to replace an appeal hearing or a petition for readmission.

B. Reengagement Plan

1. The District shall collaborate with the student and parents to create a reengagement plan tailored to the student’s individual circumstances, including consideration of the incident that led to the student’s long-term suspension or expulsion, to support the student in successfully returning to school. The plan should aid the student in taking the necessary steps to remedy the situation that led to the suspension or expulsion.
2. In developing the reengagement plan, the District must consider:
 - a. The nature and circumstances of the incident that led to the student's suspension or expulsion;
 - b. As appropriate, students' cultural histories and contexts, family cultural norms and values, community resources, and community and parent outreach;
 - c. Shortening the length of time that the student is suspended or expelled;
 - d. Providing academic and nonacademic supports that aid in the student's academic success and keep the student engaged and on track to graduate; and.
 - e. Supporting the student, parents, or school personnel in taking action to remedy the circumstances that resulted in the suspension or expulsion and preventing similar circumstances from recurring.

3. Students and the student’s parents/guardians must have access to, provide meaningful input on, and have the opportunity to participate in a culturally sensitive and culturally responsive reengagement plan.
4. If the student is suspended or expelled for behavioral violation that is related to alcohol or drugs, the student may voluntarily obtain an alcohol and/or drug assessment from a chemical dependency professional that is licensed in the State of Washington. If the student provides the assessment to the District, then the District is able to utilize the assessment in developing the reengagement plan for the student.
 5. The reengagement plan shall be in writing with a copy provided to the student and the student’s parents/guardians. The reengagement plan may be personally served or mailed to the student and the student’s parents/guardians. If the reengagement plan is served by mail, the plan is deemed received three (3) school business days after mailing.
 6. The District must ensure that the reengagement meeting and plan are in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.
 7. A violation of the reengagement plan may be a basis for the District to impose discipline against the student. If discipline is imposed for a violation of the reengagement plan, the District must comply with the requirements to impose such discipline as outlined in this Procedure.

XX. READMISSION APPLICATION PROCESS

- A. Any student who has been suspended or expelled will be allowed to make application for readmission at any time by submitting a written application to the Executive Director of Student Services.
- B. The written application for readmission shall include:
 1. Reasons the student wants to return and why the request should be considered;
 2. Evidence which supports the request;
 3. A supporting statement from the parents/guardians or others who may have assisted the student;
 4. Evidence of restitution, when applicable;
 5. Evidence that the student has entered into a behavior contract with the school that the student seeks readmission to; and
 6. If the student was suspended or expelled for behavioral violation that is related to alcohol or drugs, the student shall provide evidence of an alcohol and/or drug assessment from

a chemical dependency professional that is licensed in the State of Washington, and evidence that the student is in compliance with any recommended treatment.

- C. The Executive Director of Student Services will advise the student and the student's parents/guardians of his/ her decision to either grant or deny the application within seven (7) school business days of the receipt of the application for readmission. If the application is denied, the decision must include the appeal rights. The decision shall be in writing and either personally served or mailed. If service is done by mail, service shall be deemed complete three (3) school business days after mailing.
- D. If the application for readmission is denied, then the student and/or the student's parents/guardians may appeal the denial to the Superintendent. The notice of appeal may be done orally or in writing to the Superintendent. The Superintendent must receive the notice appeal within three (3) school business days of the student's and/or parents'/guardians' receipt of the decision by Executive Director of Student Services, or the right to appeal is waived and the decision by the Executive Director of Student Services shall become final. The Superintendent will advise the student and the student's parents/guardians of his or her decision to either grant or deny the application within seven (7) school business days of the receipt of the notice of appeal. The Superintendent's decision shall be in writing and either personally served or mailed. If service is done by mail, service shall be deemed complete three (3) school business days after mailing. The decision of the Superintendent may not be appealed and shall be final.

XIX. PETITION FOR EXTENSION OF EXPULSION

- A. When risk to public health or safety warrants extending a student's expulsion, the principal or designee may petition the District superintendent or designee for authorization to exceed the academic term limitation on an expulsion. The petition must inform the superintendent or designee of:
 - 1. The behavioral violation that resulted in the expulsion and the public health or safety concerns;
 - 2. The student's academic, attendance, and discipline history;
 - 3. Any nonacademic supports and behavioral services the student was offered or received during the expulsion;
 - 4. The student's academic progress during the expulsion and the educational services available to the student during the expulsion;
 - 5. The proposed extended length of the expulsion; and
 - 6. The student's reengagement plan.
- B. The principal or designee may petition to extend an expulsion only after the development of a

reengagement plan and before the end of the expulsion. For violations related to firearms as provided in RCW 28A.600.420, the principal or designee may petition to extend an expulsion at any time.

- C. The District must provide written notice of the petition to the student and parents in person, by mail, or by email within one school business day from the date the superintendent or designee received the petition. The written notice must include:
1. A copy of the petition;
 2. The student's and parents' right to an informal conference with the District superintendent or designee to be held within five (5) school business days from the date the district provided written notice to the student and parents; and
 3. The student's and parents' right to respond to the petition orally or in writing to the District superintendent or designee within five (5) school business days from the date the district provided written notice.
- D. The District superintendent or designee may grant the petition only if there is substantial evidence that, if the student were to return to the student's previous school of placement after the length of an academic term, the student would pose a risk to public health or safety. The District superintendent or designee must deliver a written decision to the principal, the student, and the student's parents in person, by mail, or by email within ten school business days after receiving the petition.
1. If the petition is granted, the written decision must include:
 - a. The date on which the extended expulsion will end;
 - b. The reason that, if the student were to return before the initial expulsion end date, the student would pose a risk to public health or safety; and
 - c. Notice of the student's or parents' right to request review and reconsideration of the appeal decision under subsection (5) of this section, including where and to whom to make the request.
 2. If the petition is not granted, the written decision must identify the date on which the expulsion will end.

E. Review and reconsideration

1. Requesting review

The students or parents may request that the school board or discipline appeal council, if established, review and reconsider the decision to extend the student's expulsion. The student or parents may request the review orally or in writing.

2. Time limit

A review and reconsideration must be requested within ten (10) school business days from the date the District superintendent or designee provides the written decision under subsection (4) of this section.

3. Review procedure

- a. The school board or discipline appeal council may request to meet with the student or parents or the principal to hear further arguments and gather additional information.
- b. The decision of the school board or discipline appeal council may be made only by board or council members who were not involved in the behavioral violation, the decision to expel the student, or the appeal decision.

4. Decision

The school board or discipline appeal council must provide a written decision to the student and parents in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision must identify:

- a. Whether the school board or discipline appeal council affirms, reverses, or modifies the decision to extend the student's expulsion; and
- b. The date on which the extended expulsion will end.

F. Duration

Any extension of an expulsion may not exceed the length of an academic term.

G. Language assistance

The District must ensure that any petition proceedings, notices, and decisions are provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

H. Annual reporting

The District must annually report the number of petitions approved and denied to the office of superintendent of public instruction.

EXHIBIT A

Range of Sanctions

WENATCHEE SCHOOL DISTRICT RANGE OF SANCTIONS CHART

Grades K-12



This chart shows the range of sanction options administrators can use in disciplining students based on the conditions, limitations, and interventions. This range of sanctions is progressive and repeated offenses in any one category or combination of categories may result in more severe sanctions. For the purpose of this policy, assault shall be defined as "An intentional contact with another person that would be harmful or offensive to an ordinary person who is not unduly sensitive, or an act done with unlawful force with intent to inflict bodily injury or fear of such injury, even if no injury is inflicted.

••Use the code that best describes the incident ••

ABBREVIATIONS

ATT=ATTENDANCE	PERF=PERFORMANCE
ASLT=ASSAULT	PERM=PERMISSION
CONT=CONTRACT	POSS=POSSESSION
DIST=DISTRICT	REPR=REPRESENTED
DSTB=DISTRIBUTE	RPT=REPORT
INAP=INAPPROPRIATE	STU=STUDENT
NI=NO INJURY	TRU=TRUANCY
MI=MAJOR INJURY	VIO=VIOLATION
PER=PERSONNEL	

WSD Policy #3241	Offense The following list is not an exclusive list of behaviors for which a student may be disciplined up to and including expulsion and notification of non-school agencies.	Discipline codes (use only these codes)	School Discipline	Short-Term Suspension 1-10 days	Long-Term Suspension 11-90 days	Expulsion	Notification Non-School Agency
1	Alcohol: Possessing, using, or being under the influence of alcohol. [See Drug/Alcohol/Tobacco Policy]	1	✓	✓			✓
2	Arson: Knowingly or recklessly cause a fire or explosion which is dangerous to human life, or damages or threatens damage to any structure or vehicle.	2	✓	✓	No K-4	No K-4	✓
3	Assault of District Personnel: (no more code 3) 3N = Assault, harassment, threats or abuse of district personnel that causes no major injury, and <u>requires NO medical attention</u> 3M = Assault, harassment, threats or abuse of district personnel that results in major injury <u>requiring medical attention</u>	3N (NO major injury)	✓	✓	No K-4	No K-4	✓
		3M (with major injury)					
4	Grievous Assault on Students: (no more code 4) 4N = NO Injury: Assaulting another student with <u>intent</u> to inflict substantial or great bodily harm by any means but does not result in injury & requires NO medical attention as defined by RCW 9A.04.110 4M = MAJOR Injury: Assaulting another student with <u>intent</u> to inflict substantial or great bodily harm by any means that results in major injury requiring medical attention as defined by RCW 9A.04.110	4N (NO major injury)	✓	✓			
		4M (with major injury)	✓	✓	No K-4	No K-4	✓
5	Assault on student: (no more code 5) 5N = Violence with NO Injury: The act of violence without intent to cause harm, that causes no major injury and <u>requires NO medical attention</u> as defined by RCW 9A.04.110 5M = Violence WITH Major Injury: The act of violence with intent to cause harm and results in major injury requiring medical attention as defined by RCW 9A.04.110	5N (NO major injury)	✓	✓			
		5M (with major injury)	✓	✓	No K-4	No K-4	✓
6	Burglary: Entering or remaining unlawfully in a district building with intent to commit a crime.	6	✓	✓	No K-4	No K-4	✓
7	7 = Cheating: For example, copying, using "crib notes", falsifying records or scores 7A = Plagiarism: Using someone else's work as your own	7	✓	✓			
		7A					
8	Controlled Substance: [See Drug/Alcohol/Tobacco Policy] Possessing, using, or being under the influence of drugs, or controlled substances, or in possession of drug paraphernalia.	8	✓	✓	No K-4	No K-4	✓
9	Selling/Distributing Controlled Substances: Selling or distributing controlled substances.	9	✓	✓	No K-4	No K-4	✓
10	10 = Criminal Acts: Students who involve themselves in criminal acts (anything that is against the law) on school property, off school property at school-supervised events, or off school property – and which acts have a detrimental effect upon the maintenance & operations of the schools or District – are subject to disciplinary action by the school and prosecution under the law.	10	✓	✓			
		10H (Homicide)	✓	✓	No K-4	No K-4	✓
		10K (Kidnapping)	✓	✓	No K-4	No K-4	✓

WSD Policy #3241	<p style="text-align: center;">Offense</p> <p>The following list is not an exclusive list of behaviors for which a student may be disciplined up to and including expulsion and notification of non-school agencies.</p>	Discipline codes (use only these codes)	School Discipline	Short-Term Suspension 1-10 days	Long-Term Suspension 11-90 days	Expulsion	Notification Non-School Agency
11	<p>Defiance of School Authority (Willful Disobedience): Refusal to obey reasonable directions or requests of any WSD staff member, including volunteers, aides, substitutes, secretaries, custodians, food service workers, bus drivers, etc. All students must, upon request, identify themselves to school authorities.</p>	11	✓	✓			
12	<p>12 = Disruptive Behavior: Conduct that interferes with the educational process, e.g. disruptive behavior in class, assemblies, school activities, or on school transportation. 12E = The use of electronically transmitting devices (cell phones, iPads, iPods, etc.) that have the affect of substantial disruption to the school or interfering with another student's education (Board Policy #3207)</p>	12 12E	✓	✓			
13	<p>Extortion: (no more code 13/Intimidation—see 16I) 13E = Obtaining money or property by violence or threat of violence. Forcing or attempting to force another person to do something against his/her will by threat of force.</p>	13E (Extortion)	✓	✓	No K-4	No K-4	✓
14	<p>Fighting: (no more code 14) 14N = The act of quarreling involving any physical altercation that results in no major injury and requires NO medical attention 14M = The act of quarreling involving any physical altercation that results in major injury requiring medical attention</p>	14N (NO major injury) 14M (with major injury)	✓ ✓	✓ ✓	No K-4	No K-4	✓
15	<p>Forgery: Fraudulently using in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data.</p>	15	✓	✓			
16	<p>16H = Harassment: A course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. 16I = Intimidation: Conduct, words, or circumstances with the intent to produce fear. To make a person fearful or to put another person into a fearful situation. 16B = Bullying: Aggressive behavior that intends to hurt, threaten, or frighten another person. An imbalance of power between the aggressor and the victim. 16R = Sexual Battery/Rape: An unwanted form of contact with an intimate part of the body that is made for the purposes of sexual arousal, sexual gratification or sexual abuse. Sexual battery may happen whether the victim is clothed or not. 16S = Sexual Harassment: Sexual harassment occurs when a person is subject to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. 16T = Threat To Injure: An expression of an intention to inflict an injury on another person.</p>	16H (Harassment) 16I (Intimidation) 16B (Bullying) 16R (Sexual Battery / Rape) 16S (Sexual Harassment) 16T (Threat to injure)	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓	No K-4 No K-4 No K-4 No K-4 No K-4 No K-4	No K-4 No K-4 No K-4 No K-4 No K-4 No K-4	✓
17	<p>Inappropriate Display of Affection: Sexually oriented actions at school or school-sponsored activities.</p>	17	✓	✓			
18	<p>Inappropriate Dress/Disruptive Dress: Dress or appearance that is either obscene, presents a health or safety problem, causes a disruption of the educational process, or otherwise violates the district dress code. [see 37D for gang related dress]</p>	18	✓	✓			
19	<p>Lewd Conduct/Indecent Exposure: Behavior that is indecent or obscene, e.g. mooning, exposing oneself, sexual misconduct, etc.</p>	19	✓	✓	No K-4	No K-4	✓

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20	Possession of Stolen Property: Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.	20	✓	✓			
21	Robbery: Taking another's property by force or threat of force.	21	✓	✓	No K-4	No K-4	✓
22	Tardiness: Being late to school or class without a valid excuse.	22	✓				
23	23 = Theft: To take the property of another person without right or permission. 23A = Theft of a motor vehicle	23 23A (Motor Vehicle)	✓	✓			✓
24	Tobacco - Use or Possession: [*See Drug/Alcohol/ Tobacco Policy] Use or possession of any tobacco products including storing or maintaining such products in lockers or other property of the district, or at school-sponsored events.	24	✓	✓			✓
25	Bus/Van Misconduct-Transportation Sanctions: In accordance with transportation department policy. (See WSD Policy #6605)	25	✓	✓			
26	Trespassing: Entering or remaining unlawfully in school buildings, property, grounds, or at school-sponsored events or refusing to leave when asked to do so.*	26	✓	✓	No K-4	No K-4	✓
27	Truancy (no more code 27 – Truancy Officer Use Only) This code is used only by the District Truancy Officer – no longer used by schools.	Truancy Officer Use Only	✓				
28	<p style="text-align: right;">(no more code 28)</p> 28O = Use of Obscenity: Conduct, words, or circumstances that are lewd or of a sexually offensive nature 28P = Use of Profanity: Words or written expressions that denote or provoke violent resentment or denoting language so grossly offensive to members of the public who actually hear it as to amount to a nuisance.	28O 28P	✓	✓			
29	Use of Obscenity or Profanity: Directed at school personnel.	29	✓	✓			
30	Malicious Mischief: Destroying or damaging property (minor level - not to the level of vandalism #38)*	30	✓	✓	No K-4	No K-4	✓
31	Weapons and Explosives: The District has a no tolerance policy for weapons. Possessing or using weapons, explosives, or any other items capable of causing bodily harm, including "fake" weapons that are represented as "real" weapons.*	31A (Air/Co2 Gun) 31B (Brass Knuckles) 31E (Explosive) 31F (Fake) 31H (Handgun) 31K (Knife / Dagger) 31M (Multiple Firearms) 31O (Other) 31R (Rifle / Shotgun) 31T (Toy / Imitation) 31Z Other Firearms	✓	✓	No K-4	Mandatory for firearm No K-4 Unless for firearm	✓

WSD Policy #3241	<p align="center">Offense</p> <p>The following list is not an exclusive list of behaviors for which a student may be disciplined up to and including expulsion and notification of non-school agencies.</p>	Discipline codes (use only these codes)	School Discipline	Short-Term Suspension 1-10 days	Long-Term Suspension 11-90 days	Expulsion	Notification Non-School Agency
32	32 = Absence (Unexcused) 32A = No Show Detention	32 32A	✓				
33	Gambling: Risking something of monetary value for the chance to win a prize	33	✓	✓			
34	Illegal Fire Alarm Pull	34	✓	✓	No K-4	No K-4	✓
35	35 = Off Campus Without Permission 35S = Off Campus Without Slip 35D = Left Campus From Wrong Doors/Not Office(WHS)	35 35S 35D	✓	✓			
36	Reckless Driving/Parking	36	✓	✓		Revocation of driving privileges at school	
37	37 = Gang Related: Belonging to a gang and/or knowingly engaging in gang activity.* 37I = Gang Intimidation: Threatening another student because that person refuses to join or has attempted to withdraw from a gang.* 37D = Gang Dress Violation*	37 37I 37D	✓	✓	No K-4	No K-4	✓
38	Vandalism: Destroying or damaging property, e.g. breaking windows, graffiti, defacing desks or lockers, damaging or destroying other people's belongings, interfering with or damaging electronic information systems, etc.*	38	✓	✓	No K-4	No K-4	✓
39	Violation Of Contract: 39 = Performance 39A = Alcohol 39D = Drug 39G = Gang 39T = Attendance	39 (Performance) 39A (Alcohol) 39D (Drug) 39G (Gang) 39T (Attendance)	✓	✓			
—	—						
41	41 = Internet Violation [See WSD Policy #2022]	41	✓	✓			✓
42	42 = Bomb Threat 42F = Falsely reporting a fire or bomb	42 (Bomb threat) 42F (False report)	✓	✓	No K-4	No K-4	✓
—	—						
Parents will be notified of the discipline listed below							
STS - Short-Term Suspension					1-10 days out of school		
LTS - Long-Term Suspension					11-90 days or for remainder of semester out of school		
Expulsion					Immediate removal from campus		
School Discipline					Students are assigned one or more hours of work detail such as cleaning the campus or detention		
Emergency Removal is an available form of discipline that will only be imposed by the District pursuant to Policy/Procedure 3241 when a student poses an immediate and continuing danger or threat of substantial disruption.							
*The District may consider imposing a LTS or EXP in response to two or more violations of this offense within a three year period.							

N = NO Injury meaning the offense results in no injury and requires NO medical attention
M = MAJOR Injury meaning an offense that **results in major injury requiring medical attention**