

STUDENTS

Student Discipline Procedures

The purpose of this student discipline procedure is to implement board policy 3300, consistent with state and federal law.

I. General Provisions

A. Definitions

For purposes of the student disciplinary policy and procedures, the following definitions will apply:

1. **“Behavioral violation”** means a student’s behavior that violates the district’s discipline policy and this procedure.
2. **“Classroom exclusion”** means the exclusion of a student from a classroom and instructional or activity area for a discretionary behavioral violation that creates a disruption of the educational process in violation of the district’s discipline policy and procedure.
3. **“Corrective action”** means disciplinary and nondisciplinary actions taken by a certificated educator. Nondisciplinary actions include evidence-based interventions and support outlined in RCW 28A.410.270, 28A.405.100, and 28A.410.260 to support the student in meeting behavioral expectations.
4. **“Culturally responsive”** has the same meaning as “cultural competency” in RCW 28A.415.443, which states “cultural competency” includes knowledge of student cultural histories and contexts, as well as family norms and values in different cultures; knowledge and skills in accessing community resources and community and parent outreach; and skills in adapting instruction to students' experiences and identifying cultural contexts for individual students.
5. **“Discretionary discipline”** means a disciplinary action taken by a school district for student behavior that violates rules of student conduct adopted by the board under RCW 28A.600.015(6). Disciplinary action may include, but is not limited to, oral or written reprimands, detention, exclusion from extracurricular activities, denial of classroom privileges, and exclusion from transportation, or written notification to parents of disruptive behavior, a copy of which must be provided to the principal. Discretionary discipline does not include evidence-based interventions and support outlined in RCW 28A.410.270, 28A.405.100, and 28A.410.260 to support the student in meeting behavioral expectations.
6. **“Disruption of the educational process”** means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.
7. **“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, subject to the requirements in WAC [392-400-510](#) through [392-400-530](#).

8. **“Expulsion”** means a denial of admission to the student’s current school placement in response to a behavioral violation, subject to the requirements in WAC [392-400-430](#) through [392-400-480](#).
9. **“Length of an academic term”** means the total number of school days in a single trimester or semester, as defined by the board.
10. **“Nondiscretionary discipline”** means (a) violations of RCW 28A.600.420; (b) an offense listed in RCW 13.04.155; 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 behavior that adversely impacts the health or safety of other students or educational staff.
11. **“Parent” has the same meaning as in** WAC [392-172A-01125](#), and means (a) a biological or adoptive parent of a child; (b) a foster parent; (c) a guardian generally authorized to act as the child’s parent, or authorized to make educational decisions for the student, but not the state, if the student is a ward of the state; (d) an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student’s welfare; or a surrogate parent who has been appointed in accordance with WAC [392-172A-05130](#). If the biological or adoptive parent is attempting to act as the parent and more than one party meets the qualifications to act as a parent, the biological or adoptive parent must be presumed to be the parent unless he or she does not have legal authority to make educational decisions for the student. If a judicial decree or order identifies a specific person or persons to act as the “parent” of a child or to make educational decision on behalf of a child, then that person or persons shall be determined to be the parent for purposes of this policy and procedure.
12. **“School board”** means the governing board of directors of the local school district.
13. **“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 or terminates upon the closure of the Superintendent’s office for the calendar day.
14. **“School day”** means any day or partial day that students are in attendance at school for instructional purposes.
15. **“Suspension”** means the 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.
 - **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 consecutive school days, subject to the requirements in WAC [392-400-430](#) through [392-400-475](#).
 - **Short-term suspension** means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC [392-400-430](#) through [392-400-475](#).

- **Long-term suspension** means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in WAC [392-400-430](#) through [392-400-475](#).

B. Engaging with Families & Language Assistance

The district will provide for early involvement of parents in efforts to support students in meeting behavioral expectations. Additionally, school personnel will make every reasonable attempt to involve the student and parents in the resolution of behavioral violations.

The district will ensure that it provides all discipline related communications (oral and written) required in connection with this policy and procedure in a language the student and parents understand. These discipline-related communications include notices, hearings, conferences, meetings, plans, proceedings, agreements, petitions, and decisions. This effort may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964. This effort may require accommodation for parents and students with communication disabilities. For parents who are unable to read any language, the district will provide written material orally.

C. School Meals, Graduation Requirements, and Recess

The district will not discipline a student in a manner that would result in the denial or delay of a nutritionally adequate meal, or that would prevent the student from completing subject, grade-level, or graduation requirements. Recess should not be withheld as discipline.

D. Staff Authority and Exclusionary Discipline

District staff members are responsible for supervising students immediately before and after the school day; during the school day; during school activities (whether on or off campus); on school grounds before or after school hours when a school group or school activity is using school grounds; off school grounds, if the actions of the student materially or substantially affect or interfere with the educational process; and on the school bus. Staff have the responsibility to provide a safe and supportive learning environment for all students during school-related activities. In accordance with the board's student discipline policy, district staff will administer discipline in ways that respond to the needs and strengths of students, support students in meeting behavioral expectations, and keep students in the classroom to the maximum extent possible.

Staff members will seek early involvement of parents in efforts to support students in meeting behavioral expectations. The Superintendent has general authority to administer discipline, including all exclusionary discipline. The Superintendent designates disciplinary authority to impose discipline, including but not limited to: short-term suspension, long-term suspension, emergency removal, and expulsion to certificated school administrators and to certificated district administrators with direct supervisory authority over school administrators. The Superintendent designates limited disciplinary authority to impose detention, exclusion from transportation and extra-curricular activities, in-school suspension, and short-term suspension to the administrators

designated above, as well as professional certificated staff assigned as Deans of Students or Behavior Specialists.

E. Behavioral Violations

Having sought the participation of school personnel, students, parents, families, and the community, the district has developed definitions for the following behavioral violations, which clearly state the types of behaviors for which discipline—including classroom exclusion, suspension, and expulsion—may be administered:

Category 1: Behaviors Subject to Other Forms of Discipline and Classroom Exclusion	
Behavior	Definition
Defiance/Failure to Cooperate	Student engages in brief or low-intensity failure to follow directions or talks back.
Disruption	Student engages in low-intensity, but inappropriate disruption.
Dress Code Violation	Student wears clothing not within the dress code guidelines defined by the school/district.
Electronics/Technology Misuse	Student engages in non-serious, but inappropriate use of cell phone, pager, music/video players, camera, and/or computer.
Inappropriate Language (Minor)	Student engages in low-intensity instance of inappropriate language.
Physical Contact/Aggression	Student engages in non-serious, but inappropriate physical contact.
Property Misuse	Student engages in low-intensity misuse of property.
Theft (Minor)	Student possesses, distributes, or is responsible for removing someone else's property (easily replaceable and of low monetary value.)
Category 2: Behaviors Subject to Other Forms of Discipline, Classroom Exclusion, or Suspension	
Behavior	Definition
Tobacco	Possession, use, distribution, or sale, of tobacco products, including e-cigarettes or other vapor products, or the violation of Pasco School District policy 4316.
Alcohol	Manufacturing, sale, purchase, transportation, possession or consumption of intoxicating alcoholic beverages or substances represented as alcohol, or the violation of Pasco School District policy 5258. Suspicion of being under the influence of alcohol may be included if it results in a behavioral violation.
Marijuana	Unlawful use, cultivation, distribution, sale, solicitation, purchase, possession, or transportation of cannabis in violation of Pasco School District policy 5258. Suspicion of being under the influence of cannabis may be included if it results in a behavioral violation.

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Illicit Drug	Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or violation of Pasco School District policy 5258. Includes the use, possession, or distribution of any prescription or over-the-counter medication.
Fighting Without Major Injury	Mutual participation in an incident involving physical force or violence, where there is no major injury. (Does not include verbal confrontations, tussles, or other minor confrontations).
Violence Without Major Injury	One-way force or violence upon another person that is without major injury, but at least the following: • Assault (RCW 9A.36) • Malicious Harassment (RCW 9A.46) • Kidnapping (RCW 9A.40) • Rape (RCW 9A.44) • Robbery (RCW 9A.56)
Violence With Major Injury	Physical force or violence upon another person that includes a major injury, but at least the following: • Severe fighting that results in a major injury • Assault (RCW 9A.36) • Homicide (RCW 9A.32) • Malicious Harassment (RCW 9A.46) • Kidnapping (RCW 9A.40) • Rape (RCW 9A.44) • Robbery (RCW 9A.56) A major injury is when one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.
Failure to Cooperate	Repeated failure to comply with or follow reasonable, lawful directions or requests from teachers, administrators, or staff. This includes, but is not limited to, non-compliance, defiance, and disrespect.
Destruction of Property/Vandalism	Intentional damage of school property or the property of others.
Disruptive Conduct	Conduct that materially and substantially interferes with the educational process.
Gang Affiliation/Display	Student uses gesture, dress, and/or verbal or written expressions to display affiliation with a gang.
Bullying	Intentional, unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time. Behavior may be a violation of Pasco School District policy 3207/3207P.
Discriminatory Harassment	Conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal. Behavior may be a violation of Pasco School District policy 3210/3210P.
Sexual Harassment	Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has the potential to deny or limit another student(s) ability to participate in or benefit from a school's education program. Behavior may be a violation of Pasco School District policy 3208/3208P.
Sexually Inappropriate Conduct	Obscene acts or expressions, whether verbal or non-verbal.
Intimidation / Non-Sexual Harassment	Behavior that includes non-violent, non-sexual offensive contact with another person, publicly insulting another person with abusive words or gestures, subjecting another person to alarm by conveying a false report that the student knows to be false, or use of electronic or telephonic means to convey false or embarrassing information about another person.
Inappropriate Language	Student directs verbal messages that include swearing, name-calling, or insults, toward another student or adult. Behavior is intensive, repeated, or aggressive.
Inappropriate Location/Skip Class	Student is in an inappropriate location or leaves/skips class without permission.

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Academic Dishonesty/Plagiarism	Knowingly submitting the work of others represented as the student's own or assisting another student in doing so, or using unauthorized sources.
Possession of a Weapon	Student possessed or brought a weapon to school in violation of Pasco School District policy 3244 or 4315, but at least the following: • Handgun • Shotgun/Rifle • Multiple firearms • Knife/dagger • Other firearm as defined by the Gun Free Schools Act Other weapon, defined in state law or district policy, including anything used as a weapon (examples include: chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, pointed instruments such as modified pens or pencils; nun-cha-ka sticks; brass knuckles; billy clubs; tear gas guns; electrical weapons such as taser or stun guns; BB or pellet guns; and explosives or propellants).
Multiple Minor Accumulated Incidents	Repeated, multiple minor behavioral violations that occurred throughout the same school year and individually would not rise to the severity of meriting suspension or expulsion. Students with multiple minor accumulated incidents have previously received other forms of discipline for similar behavioral violations.
Technology Violation	Student engages in inappropriate use of electronic devices (i.e. cell phone, music/video players, camera, computer, etc.), district computers, district network, or other district technology resources. Behavior may be a violation of Pasco School District policy 2180/2180P; behavior may be a violation of agreement(s) for network access, student devices, or other district programs.
Theft or Possession of Stolen Property	Taking or knowingly being in possession of district property or property of others without permission.
Threat to Other	Spoken, written or electronic statements or actions conveying the malicious intent of causing physical injury to another person or group of people.
Arson	Causing a fire or explosion in order to injure another person or to damage or destroy property.

Category 1 behaviors are typically managed in the instructional environment, but may be referred to the administrative level as a Category 2 referral if the behavior is chronic, repeated, or creates a substantial disruption to the educational process.

Category 2 behaviors are typically managed at the administrative level, but may be managed in the instructional environment based on the severity of the behavior. Certain Category 2 behaviors may result in expulsion as allowed by law and described in this procedure.

The district will continue to further develop and/or revise the definitions for what constitutes behavioral violations to reduce the effect of implicit or unconscious bias.

II. Detention and Exclusion

A. Detention; Exclusions from Transportation or Extra-Curricular Activities

Authorized staff may administer lunch or after-school detention for not more than sixty (60) minutes on any given day, and may exclude a student from transportation services or extracurricular activities or impose detention. For students who meet the definition of homeless,

the district will provide transportation according to 3115 –Students Experiencing Homelessness – Enrollment Rights and Services.

Before excluding a student from transportation or extracurricular activities, or assigning detention, a staff member will inform the student of the specific behavioral violation prompting their decision to administer detention and provide the student with an opportunity to share their perspective and explanation regarding the behavioral violation.

B. Classroom Exclusions

A teacher may exclude a student from the teacher's individual classroom and instructional or activity area while the student is under the teacher's immediate supervision, subject to the requirements in RCW 28A.600.460. Except in emergency circumstances, a teacher must first attempt one or more alternative forms of corrective action before excluding a student.

A classroom exclusion does not include actions that result in missed instruction for a brief duration when the following apply:

1. A teacher or other school personnel uses evidence-based classroom management practices outlined in RCW 28A.405.100, RCW 28A.410.260, and RCW 28A.410.270 to support the student in meeting behavioral expectations.
2. The student remains under the supervision of the teacher or other school personnel consistent with RCW 28A.150.240.

A classroom exclusion may be administered for all or any portion of the balance of the school day, or up to the following two days, or until the principal or designee and teacher have conferred, whichever occurs first. A classroom exclusion that exceeds this time period, and if the student has repeatedly disrupted the learning of other students, consistent with RCW 28A.600.460, may be considered a suspension in accordance with this procedure. In that case, the district must provide for the early involvement of parents in attempts to improve the student's behavior.

The teacher, principal, or the principal's designee must notify the student's parents regarding the classroom exclusion as soon as reasonably possible. The teacher will provide the student an opportunity to make up any assignments and tests missed during a classroom exclusion.

Following the classroom exclusion of a student, the teacher must report the classroom exclusion, including the behavioral violation that led to the classroom exclusion, to the principal or the principal's designee as soon as reasonably possible. The principal or designee must report all classroom exclusions, including the behavioral violation that led to it, to the Superintendent. The classroom exclusion must be recorded in a manner consistent with RCW 28A.600.460.

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 as provided in this procedure.

C. Informal Grievance Procedure

Any parent/guardian or student who is aggrieved by the administration of a classroom exclusion, exclusion from transportation or extracurricular activities, detention, or other discretionary discipline described in this section, has the right to an informal conference with the principal or designee to resolve the grievance. At the informal conference, the student will be given an opportunity to share their perspective and explanation regarding the behavioral violation. There is no appeal beyond this informal conference, and any decision made at such conference is final.

Students who are suspended, expelled, or emergency removed may appeal those actions as described later in this procedure.

III. Emergency Removals

A. Emergency Removal—General Conditions and Limitations

The district may immediately remove a student from the student's current school placement if the district has sufficient cause to believe that 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.

For purposes of determining sufficient cause for an emergency removal, the phrase "immediate and continuing threat of material and substantial disruption of the educational process" means 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.

An emergency removal may not exceed ten (10) consecutive school days. An emergency removal must end or be converted to another form of discipline within ten (10) school days of its start.

If the district converts an emergency removal to a suspension or expulsion, the district must (a) apply any days that the student was emergency removed before the conversion to the total length of the suspension or expulsion; and (b) provide the student and parents with notice and due process rights under WAC [392-400-430](#) through [392-400-480](#) appropriate to the new disciplinary action.

All emergency removals, including the reason the student's presence poses an immediate and continuing danger to other students or school personnel, must be reported to the Superintendent or designee within twenty-four (24) hours after the start of the emergency removal.

B. Emergency Removal—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 education process.

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

1. 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;
2. The duration and conditions of the emergency removal, including the date on which the emergency removal will begin and end;
3. The opportunity to receive educational services during the emergency removal;
4. The right of the student and parents to an informal conference with the principal or designee; and
5. The right of the student and parents to appeal the emergency removal, including where and to whom the appeal must be requested (*see Section V—Appeals*).

IV. Suspension and Expulsion

A. General Conditions and Limitations

The district's use of suspension and expulsion will have a real and substantial relationship to the lawful maintenance and operation of the school district, including but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process that is conducive to learning. The district will not suspend or expel a student from school for absences or tardiness.

The district will provide parents with an opportunity for involvement to support the student in meeting behavioral expectations and will make every reasonable attempt to involve the student and parents in the resolution of behavioral violations. Additionally, the Superintendent or designee must consider the student's individual circumstances and the nature and circumstances of the behavioral violation to determine whether the suspension or expulsion, and the length of the exclusion, is warranted.

The principal or designee at each school must report all suspensions and expulsions, including the behavioral violation that led to the suspension or expulsion, to the Superintendent or designee within twenty-four hours after the administration.

An expulsion or suspension of a student may not be for an indefinite period and must have an end date. After suspending or expelling a student, the district will make reasonable efforts to return the student to the student's regular educational setting as soon as possible. Additionally, the district must allow the student to petition for readmission at any time.

The district must provide an opportunity for students to receive educational services during a suspension or expulsion in accordance with WAC [392-400-610](#). If the district enrolls a student in another program or course of study during a suspension or expulsion, the district may not preclude

the student from returning to the student's regular educational setting following the end of the suspension or expulsion, unless one of the following applies:

1. The Superintendent or designee grants a petition to extend a student's expulsion under WAC [392-400-480](#);
2. The student is excluded from the student's regular educational setting in accordance with WAC [392-400-810](#); or
3. Other law precludes the student from returning to their regular educational setting.

When administering a suspension or expulsion, the district may deny a student admission to, or entry upon, real and personal property that the district owns, leases, rents, or controls.

B. In-School Suspension and Short-Term Suspension—Conditions and Limitations

Before administering an in-school or short-term suspension, the district must consider the general conditions and limitations for suspension and expulsions listed in Section (III)(A).

Grades K-4: For students in kindergarten through fourth grade, the district will not administer in-school or short-term suspension for more than ten cumulative school days during any academic term.

Grades 5-12: For students in grades five through twelve, the district will not administer in-school or short-term suspension for more than fifteen cumulative school days during any single semester, or more than ten cumulative school days during any single trimester. Additionally, the district will not administer a short-term or in-school suspension beyond the school year in which the behavioral violation occurred.

When administering an in-school suspension, school personnel will ensure they are physically in the same location as the student to provide direct supervision during the duration of the in-school suspension. Additionally, school personnel will ensure they are accessible to offer support to keep the student current with assignments and coursework for all the student's regular subjects or classes.

C. Long-Term Suspension and Expulsion—Conditions and Limitations

Before administering a long-term suspension or an expulsion, the district must consider the general conditions and limitations for suspensions and expulsions listed in Section (III)(A).

The district may only administer long-term suspension or expulsion for behavioral violations that meet the definitions provided under RCW [28A.600.015](#)(6)(a) through (d), as outlined below, and after determining that the student would pose an imminent danger to students or school personnel if the student returned to school before completing a long-term suspension or expulsion.

Behavioral violations that meet the definitions under RCW 28A.600.015(6)(a)–(d) include the following:

1. Having a firearm on school property or school transportation in violation of RCW [28A.600.420](#);
2. Any of the following offenses listed in RCW [13.04.155](#), including:
 - any violent offense as defined in RCW [9.94A.030](#), including:
 - any felony defined under any laws as a class A felony or an attempt to commit a class A felony;
 - criminal solicitation of or criminal conspiracy to commit a class A felony;
 - manslaughter in the first or second degree;
 - indecent liberties committed by forcible compulsion;
 - kidnapping in the second degree;
 - arson in the second degree;
 - assault in the second degree;
 - assault of a child in the second degree;
 - extortion in the first degree;
 - robbery in the second degree;
 - drive-by shooting; and
 - vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner.
 - any sex offense as defined in RCW [9.94A.030](#), including:
 - any felony violation of chapter [9A.44](#) RCW (other than failure to register as a sex offender in violation of [9A.44.132](#)), including rape, rape of a child, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, and any felony conviction or adjudication with a sexual motivation finding;
 - a violation of RCW [9A.64.020](#);
 - a felony that is a violation of chapter [9.68A](#) RCW (other than RCW [9.68A.080](#));
 - a felony that is, under chapter [9A.28](#) RCW, a criminal attempt, criminal solicitation, or criminal conspiracy to commit such crimes; and
 - a felony with a finding of sexual motivation under RCW [9.94A.835](#) or [13.40.135](#).
 - any weapons violation of chapter [9.41](#) RCW, including having a dangerous weapon at school in violation of RCW [9.41.280](#); or
 - unlawful possession or delivery, or both, of a controlled substance in violation of chapter [69.50](#) RCW.
3. Two or more violations of the following within a three-year period
 - criminal gang intimidation in violation of RCW [9A.46.120](#);
 - gang activity on school grounds in violation of RCW [28A.600.455](#);
 - willfully disobeying school administrative personnel in violation of RCW [28A.635.020](#); and
 - defacing or injuring school property in violation of RCW [28A.635.060](#); and
4. Any student behavior that adversely affects the health or safety of other students or educational staff.

A long-term suspension may not exceed the length of an academic term and may not be imposed beyond the school year in which the behavioral violation occurred.

An expulsion may not exceed the length of an academic term and may not be imposed beyond the school year in which the behavioral violation occurred, unless the Superintendent grants a petition to extend the expulsion under WAC [392-400-480](#).

In accordance with RCW [28A.600.420](#), the district must expel a student for no less than one year if the district has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. The Superintendent may modify the expulsion on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW [9A.04.110](#)) and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. These provisions do not apply to students while engaged in a district authorized military education; a district authorized firearms convention or safety course; or district authorized rifle competition.

Except for a firearm violation under WAC [392-400-820](#), the district will not impose a long-term suspension or expulsion for any student in kindergarten through fourth grade.

When a student is long-term suspended or expelled, the district will consider whether the student is currently eligible or might be deemed eligible for special education services. If so, the principal will notify relevant special education staff of the suspension or expulsion so that the district can ensure it follows policy and procedure 2161 – Special Education and Related Services for Eligible Students as well as this student discipline policy and procedure.

D. Suspensions and Expulsions—Informal Initial Hearing with Student

Before imposing a suspension or expulsion, the principal or designee must conduct an informal initial hearing with the student for the purpose of hearing the student's perspective prior to determining discipline. At the initial hearing, the principal or designee will provide the student:

1. Notice of the student's behavioral violation;
2. An explanation of the evidence regarding the behavioral violation;
3. An explanation of the discipline that may be administered; and
4. An opportunity for the student to share their perspective and provide an explanation regarding the behavioral violation.

At an initial hearing in which the principal or designee is considering administering a short-term or in-school suspension, the principal or designee must provide the student with an opportunity to contact their parents.

At an initial hearing in which the principal or designee is considering administering a long-term suspension or 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.

Following the initial hearing, but before administering any suspension or expulsion, the district will attempt to notify the student's parents as soon as reasonably possible regarding the behavioral violation.

E. Suspensions and Expulsions—Notice

Following the initial hearing with the student, the principal or designee will inform the student of the disciplinary decision regarding the behavioral violation, including the date when any suspension or expulsion will begin and end.

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

1. A description of the student's behavior and how the behavior violated this policy and procedure;
2. The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end;
3. An explanation of the district's decision to administer the suspension or expulsion;
4. The opportunity to receive educational services during the suspension or expulsion;
5. The right of the student and parents to an informal conference with the principal or designee; and
6. The right of the student and parents to appeal the suspension or expulsion, including where and to whom the appeal must be requested; and
7. For any long-term suspension or expulsion, the opportunity for the student and parents to participate in a reengagement meeting.

(Sections V-IX are continued in Part 2)