

## Classroom Management, Discipline and Corrective Action

### I. Definitions

**Academic term** — “Academic term” means one semester, which numbers 90 school days.

**Discipline** — “Discipline” means all forms of corrective action, including exclusion from a class for a period of time not exceeding the balance of the immediate class period, other than suspension, expulsion, or emergency removal from a class, subject, or activity. Discipline also means the exclusion of a student from any other type of activity conducted by or on behalf of a school district, including its athletic program and transportation.

**Discretionary discipline** — “Discretionary discipline” under RCW 28A.600.015 refers to any form of corrective action taken in response to student behavior that violates the rules, policies, or procedures adopted by the board of directors, other than the misconduct listed in the categories set forth in the section entitled “Discretionary Discipline” in Procedure 3240P. Long-term suspensions and expulsions may not be imposed as discretionary discipline.

**Expulsion** — “Expulsion” means a denial of attendance at any single subject or class or at any full schedule of subjects or classes for a stated period not to exceed the length of one academic term. An expulsion may be extended beyond the length of one academic term if: (1) the school petitions the superintendent for an extension; and (2) the superintendent authorizes the extension pursuant to the superintendent of public instruction’s rules adopted for this purpose (see Petition for Extension of Length of Expulsion below). Expulsions may not be imposed as a form of discretionary discipline.

**Emergency Expulsion** — “Emergency expulsion” means the immediate denial of school attendance for up to ten (10) consecutive school days due to an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion will end or be converted to another form of corrective action within ten (10) school days of the student’s emergency expulsion.

**Emergency Removal** — “Emergency removal” means the immediate removal of a student from a class, subject, or activity when 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 of the student’s school.

**Parent/Guardian** — “Parent” or “parents” means any natural, adoptive, or custodial parent or guardian. Students of majority age will be entitled to parental rights.

**School Business Day** — “School business day” means any calendar day except Saturdays, Sundays, and state school holidays, upon which the office of the Superintendent of the

## **Policy 3241P Students**

District is open to the public. School business days will be concluded upon the closure of the Superintendent's office for the calendar day.

**School Day** — "School day" means a calendar day except school holidays on which students enrolled in the District are afforded the opportunity to be engaged in educational activity that is planned, supervised, and conducted by or under the supervision of the District's certificated staff, and on which day all or any portion of the students enrolled in the program actually participate in such educational activity.

**Reengagement meeting** — "Reengagement meeting" means a meeting held between the District and the student and parent/guardian to discuss how to return a long-term suspended or expelled student to an educational setting as soon as possible.

**Reengagement plan** — "Reengagement plan" means a culturally sensitive and culturally responsive written plan developed between the District and a student and his/her parent or guardian designed to aid the student in taking the necessary steps to remedy the situation that led to the student's suspension or expulsion and to return the student to the educational setting as soon as possible. Parents and guardians of students must have access to, provide meaningful input on, and that the opportunity to participate in the student's reengagement plan.

**Suspension** — "Suspension" means denial of attendance, other than for the balance of the immediate class period for corrective action purposes, at any single subject or class or at any full schedule of subjects or classes for a stated period of time.

**Short-Term Suspension** — "Short-term suspension" means a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

**Long-Term Suspension** — "Long-term suspension" means a suspension that exceeds ten (10) consecutive school days and may not exceed the length of one academic term. Long term suspensions may not be imposed as a form of discretionary discipline.

## **II. Procedures for Imposing Corrective Action**

### **A. Provisions Applicable in General**

1. Teachers, school administrators (including administrative assistants, deans of students, administrative interns, and principal designees), school bus drivers, and other designated school employees will have the authority to: (1) impose discipline on any student for misconduct in accordance with the procedures specified in this procedure and in the Student Handbook; (2) temporarily remove a student from a class, subject, or activity as provided for herein; and (3) make recommendations to appropriate school authorities for the suspension or expulsion of any student. Except as otherwise provided for, only a building administrator,

**Policy 3241P  
Students**

the Superintendent, or such person's designee may impose a suspension or expulsion.

2. The principal will notify special education staff of any suspensions 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 may cumulatively or consecutively exceed ten (10) days, the principal will notify relevant special education staff so that the District can ensure compliance with special education discipline procedures.
3. Corporal punishment, which generally is defined as any act that willfully inflicts or willfully causes the infliction of physical pain, is prohibited by State law and Board policy. Exceptions are defined in WAC 392-400-235.
4. Notwithstanding any other provision of the Student Handbook to the contrary, certificated staff are empowered to exclude any student who creates a disruption of the educational process in violation of building disciplinary standards while under a teacher's immediate supervision from his or her classroom for all or any part of the balance of the school day, or up to the following two school days, or until the principal or designee and teacher have conferred, whichever occurs first. Prior to excluding a student, except in emergency circumstances, the teacher must attempt one or more alternative corrective actions. In no case without the consent of the teacher will an excluded student return to the classroom for all or any part of the immediate class or activity period or up to the following two (2) school days, or until the principal or his/her designee and the teacher have conferred.

**B. Provisions Applicable to Discipline**

1. Discipline, as defined above, may be imposed upon a student for violation of District rules.
2. No form of discipline will be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements, and the District will not suspend the provision of educational services to a student as a disciplinary action.

**C. Provisions Applicable to Short-Term Suspensions**

**1. Conditions and Limitations**

- a. Students may be short-term suspended for violation of District rules. The nature and circumstances of the violation must be considered and must reasonably warrant a short-term suspension and the length of the suspension imposed.
- b. A short-term suspension will not be for longer than ten (10) school days.

**Policy 3241P  
Students**

- c. Except for those rule violations that have been designated exceptional misconduct (see Procedure 3240P), no student will be suspended unless another form of corrective action reasonably calculated to modify his or her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature.
- d. No student in grades kindergarten through four (4) will be subject to short-term suspension for more than a total of ten (10) schools during any single semester or trimester. No loss of academic grade or credit will be imposed by reason of suspensions of such students.
- e. No students in grades five (5) and above will be subject to short-term suspensions for more than a total of fifteen (15) school days during any single semester or ten (10) school days during any single trimester.
- f. Short-term suspensions will include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District and District sponsored activities.
- g. All short-term suspensions and the reasons therefore must be reported in writing to the Superintendent or designee within 24 hours after the imposition of the suspension.
- h. Any student who has been suspended will be allowed to make application for readmission at any time (see Section IV, below).

2. Notice and Opportunity for Conference

- a. Prior to the short-term suspension of any student, a conference will be conducted with the student. At this conference, the student must be provided with: (1) an explanation of the alleged misconduct and rule violations; (2) an explanation of the evidence in support of the allegations; (3) an explanation of the corrective action that may be imposed; and (4) an opportunity to present an explanation regarding the alleged misconduct.
- b. In the event a short-term suspension is to exceed one (1) calendar day, the parent(s)/guardian(s) of the student will be notified of the reason for the students suspension and the duration of the suspension orally and/or by letter deposited in the mail as soon as reasonably possible. This notice will also inform the

parent(s)/guardian(s) of the right to an informal conference and that the suspension may possibly be reduced as a result of such a conference.

### 3. Continuation of Educational Services

- a. The District will not suspend the provision of educational services during a period of short-term suspension, and therefore will provide an opportunity for students to receive such services.
- b. 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 setting may include, but not be limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.
- c. Any student subject to short-term suspension will be provided the opportunity upon return to school to make up assignments or tests missed by reason of the suspension if such assignments or tests have a substantial effect on the student's quarter or semester grade or failure to complete such assignments or tests would preclude the student from receiving credit for the course(s).

### 4. In-School Short-Term Suspensions

- a. Students who are denied educational services 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. An in-school suspension is no different from any other suspension as defined by WAC 392-400-205, and therefore triggers the same substantive and procedural due process, including student and parent/guardian notification. Specific rules and building procedures will be developed by the building principal.
- b. A student who is afforded the opportunity to be assigned to in-school suspension must agree to the conditions specified by the school principal. Unless the student is of majority age, the principal will obtain written authorization from the parent or guardian. The student's or parents' or guardians' authorization will include the number of days the student will be assigned to in-school suspension.
- c. In-school suspension is designed to encourage learning. Students will be expected to work on their classroom assignments at all times. 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

**Review Date:** 4/26/05; 7/27/10; 10/21/14; 8/23/16; 11/14/16  
**Union Gap School District No. 2**

- or schedule and/or classmates.
- d. The student will be denied the opportunity to participate in any school activities while in in-school suspension.
  - e. While in-school suspended, staff may develop a behavior contract with student that defines the future expected behavior of the student. The student and his/her parents/guardians and a staff member will sign the contract. Any act of inappropriate conduct may result in imposition of other corrective action.
  - f. After a student is placed back into the regular classroom(s), the principal or designee or school counselor will monitor the student's performance on a daily basis. The student will be encouraged to maintain a relationship with the school counselor as a means of dealing with any problems that arise.

**D. Provisions Applicable to Long-Term Suspensions**

**1. Conditions and Limitations**

- a. Students may be long-term suspended for violation of District rules. The nature and circumstances of the violation must be considered and must reasonably warrant a long-term suspension and the length of the suspension imposed.
- b. A long-term suspension will not be for longer than the length of one academic term.
- c. Except for those rule violations that have been designated exceptional misconduct (see Procedure 3240P), no student will be suspended unless another form of corrective action reasonably calculated to modify his or her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature. A long-term suspension may not be imposed as a form of discretionary discipline (see Procedure 3240P).
- d. No student in grades kindergarten through four (4) will be subject to long-term suspensions.
- e. No single long-term suspension will be imposed in a manner that causes a student to lose academic grades or credit for more than one semester during the same school year.
- f. Long-term suspensions will include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District and District sponsored activities.

**Policy 3241P  
Students**

- g. All long-term suspensions and the reasons therefore must be reported in writing to the Superintendent or designee within 24 hours after the imposition of the suspension.
- h. Any student who has been suspended will be allowed to make application for readmission at any time (see Section IV, below).

2. Prior Written Notice and Opportunity for Hearing

- a. Prior to the imposition of long-term suspension of a student, a written notice of an opportunity for a hearing will be delivered in person or by certified mail to the student and parent(s)/guardian(s). This notice will be in the primary language of the student and parent(s)/guardian(s) and it will:
  - i. Specify the student's alleged misconduct and the District rule alleged to have been violated;
  - ii. Set forth the corrective action proposed by the District and the right of the student or parent(s)/guardian(s) to a hearing for the purpose of contesting the allegations;
  - iii. Inform the student and parent(s)/guardian(s) that a written or oral request for such a hearing must be received by the designated District employee on or before the expiration of the third (3<sup>rd</sup>) school business day after their receipt of the notice; and
  - iv. Indicate that if such a timely request is not received, the right to a hearing may be deemed waived and the proposed corrective action may be imposed without further opportunity for the student or parent(s)/guardian(s) to contest the matter.

A schedule of "school business days" potentially applicable to the exercise of such a hearing right should be included with the notice.

- b. The student or parent(s)/guardian(s) must request such a hearing within three (3) school business days after the date of their receipt of the notice imposing the corrective action.
- c. If a timely request for a hearing is not received, the District may consider the student and parent(s)/guardian(s) to have waived the right to a hearing and proposed corrective action may be imposed as of the fourth school business day following receipt of the notice imposing the corrective action.

**3. Continuation of Educational Services**

- a. The District will not suspend the provision of educational services during a period of long-term suspension, and therefore will provide an opportunity for students to receive such services.
- b. 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 setting may include, but not be limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

**4. In-School Long-Term Suspensions**

- a. Students who are denied educational services 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. An in-school suspension is no different from any other suspension as defined by WAC 392-400-205, and therefore triggers the same substantive and procedural due process, including student and parent/guardian notification. Specific rules and building procedures will be developed by the building principal.
- b. A student who is afforded the opportunity to be assigned to in-school suspension must agree to the conditions specified by the school principal. Unless the student is of majority age, the principal will obtain written authorization from the parent or guardian. The student's or parents' or guardians' authorization will include the number of days the student will be assigned to in-school suspension.
- c. In-school suspension is designed to encourage learning. Students will be expected to work on their classroom assignments at all times. 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 will be denied the opportunity to participate in any school activities while in in-school suspension.
- e. While in-school suspended, staff may develop a behavior contract with student that defines the future expected behavior of the student. The student and his/her parents/guardians and a staff member will sign the contract. Any act of inappropriate conduct may result in imposition of other corrective action.
- f. After a student is placed back into the regular classroom(s), the principal or designee or school counselor will monitor the student's performance on a daily

**Review Date: 4/26/05; 7/27/10; 10/21/14; 8/23/16; 11/14/16**  
**Union Gap School District No. 2**

basis. The student will be encouraged to maintain a relationship with the school counselor as a means of dealing with any problems that arise.

#### 5. Reengagement Meeting and Plan

- a. When a student is long-term suspended, the principal/designee will make reasonable efforts to assist the student and parent(s)/guardian(s) in returning the student to an educational setting prior to and no later than the end date of the corrective action.
- b. The principal/designee will convene a meeting with the student and the student's parent(s)/guardian(s) within twenty (20) days of the student's long-term suspension, regardless of whether the student appeals the action or requests readmission, and in any event no later than five (5) days before the student's return to school, to discuss a plan to reengage the student in a school program. Families must have access to, provide meaningful input on, and have the opportunity to participate in a culturally sensitive and culturally responsive reengagement plan. Such reengagement plans do not displace petitions for readmission. (See Section IV, below.)
- c. A reengagement plan will be created that is tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion. The plan should also aid the student in taking the necessary steps to remedy the situation that led to the suspension or expulsion. In developing a reengagement plan, shortening the length of time that the student is suspended or expelled, other forms of corrective action, and supportive interventions that aid in the student's academic success and keep the student engaged and on track to graduate should be considered.

#### E. Provisions Applicable to Expulsions

##### 1. Conditions and Limitations

- a. Students may be expelled for violations of District rules. The nature and the circumstances of the violation must reasonably warrant the harshness of the expulsion.
- b. An expulsion will not be for longer than the length of one academic term. Where warranted based on public health or safety, the principal initiating an expulsion may petition the Superintendent of the District, pursuant to policies and procedures adopted by the Office of the Superintendent of Public Instruction, for authorization to exceed the length of one academic term limitation (see "Petition for Extension", below).
- c. No student will be expelled unless other forms of corrective action reasonably calculated to modify his or her conduct have failed or unless there is good reason

**Policy 3241P  
Students**

to believe that other forms of corrective action would fail if employed. Expulsion may not be imposed as a form of discretionary discipline (see Procedure 3240).

- d. Expulsions will include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District.
- e. All expulsions and the reasons therefore must be reported in writing to the Superintendent with 24 hours after the imposition of the expulsion.
- f. Any student who has been expelled will be allowed to make application for readmission at any time (see Section IV, below).

2. Prior Written Notice and Opportunity for Hearing

- a. Prior to the imposition of an expulsion of a student, a written notice of an opportunity for a hearing will be delivered in person or by certified mail to the student and parent(s)/guardian(s). This notice will be in the primary language of the student and parent(s)/guardian(s) and it will:
  - i. Specify the student's alleged misconduct and the District rule alleged to have been violated;
  - ii. Set forth the corrective action proposed by the District and the right of the student or parent(s)/guardian(s) to a hearing for the purpose of contesting the allegations;
  - iii. Inform the student and parent(s)/guardian(s) that a written or oral request for such a hearing must be received by a designated District employee on or before the expiration of the third (3<sup>rd</sup>) school business day after their receipt of the notice; and
  - iv. Indicate that if such a timely request is not received, the right to a hearing may be deemed waived and the proposed corrective action may be imposed without further opportunity for the student or parent(s)/guardian(s) to contest the matter.

A schedule of "school business days" potentially applicable to the exercise of such a hearing right should be included with the notice.

- b. The student or parent(s)/guardian(s) must request such a hearing within three (3) school business days after the date of their receipt of the notice imposing the corrective action.
- c. If a timely request for a hearing is not received, the District may consider the student and parent(s)/guardian(s) to have waived the right to a hearing and the

**Policy 3241P  
Students**

proposed corrective action may be imposed as of the fourth school business day following receipt of the notice imposing the corrective action.

3. Continuation of Educational Services

- a. The District will not suspend the provision of educational services during a period of expulsion, and therefore will provide an opportunity for students to receive such services.
- b. 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 setting may include, but not be limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

4. Petition for Extension of Expulsion

- a. The building principal or designee may petition the Superintendent to extend an expulsion beyond one academic term, where such an extension is warranted because of risk to the public health and safety.
  - i. The petition may be submitted at any time between the final imposition of an expulsion and the last day of the expulsion.
  - ii. The petition must include those elements listed in WAC 392-400-410.
  - iii. A copy of the petition must be delivered in person or by certified mail to the student and his/her parent(s)/guardian(s).
- b. The student and/or his/her parent(s)/guardian(s) may submit a written or verbal response to the petition within ten (10) school business days of the recorded receipt of the petition.
- c. The Superintendent may exercise his/her discretion to grant the petition so long as there is evidence that, if the student were to return to school at or after one academic term, he or she would pose a risk to public health or safety. The Superintendent will issue a written decision indicating whether the petition is granted or denied within eleven (11) school business days, but not later than twenty (20) school business days, of the date of the petition's recorded delivery to the student or his/her parent(s)/ guardian(s). The decision must include a description of all rights and procedures for appeal under WAC 392-400-310 and -315.

**Policy 3241P  
Students**

- d. If the petition is granted, the student or his/her parent(s)/guardian(s) may appeal the decision to the District's Board of Directors within ten (10) school business days.

5. Reengagement Meeting and Plan

- a. When a student is expelled, the principal/designee will make reasonable efforts to assist the student and parent(s)/guardian(s) in returning the student to an educational setting prior to and no later than the end date of the corrective action.
- b. The principal/designee will convene a meeting with the student and the student's parent(s)/guardian(s) within twenty (20) days of the student's non-emergency expulsion, regardless of whether the student appeals the action or requests readmission, and in any event no later than five (5) days before the student's return to school, to discuss a plan to reengage the student in a school program. Families must have access to, provide meaningful input on, and have the opportunity to participate in a culturally sensitive and culturally responsive reengagement plan. Such reengagement plans do not displace petitions for readmission. (See Section IV, below.)
- c. A reengagement plan will be created that is tailored to the student's individual circumstances, including consideration of the incident that led to the student's expulsion. The plan should also aid the student in taking the necessary steps to remedy the situation that led to the expulsion. In developing a reengagement plan, shortening the length of time that the student is expelled, other forms of corrective action, and supportive interventions that aid in the student's academic success and keep the student engaged and on track to graduate should be considered.

F. Provisions Applicable to Emergency Removal

1. A student may be removed immediately from a class, subject or activity by a certificated teacher or an administrator and sent to the designated school authority if there is good and sufficient reason to believe that the student's presence poses an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process of the student's school. Such a removal will continue only until the danger or threat ceases or until the principal/designee acts to impose appropriate discipline.
2. The principal/designee will meet with the student as soon as reasonably possible following the student's removal and take appropriate corrective action. In no case will

the student's opportunity for such a meeting be delayed beyond the commencement of the next school day.

3. Prior to or at the time any such student is returned to the class or activity from which the student was removed, the principal/designee will notify the teacher or administrator who removed the student of the action taken.

**G. Provisions Applicable to Emergency Expulsions**

1. Conditions and Limitations

- a. A student may be expelled immediately in emergency situations if the Superintendent/designee has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to other students or school staff, or an immediate and continuing threat of substantial disruption to the educational process.
- b. An emergency expulsion will end or be converted to another form of corrective action within ten (10) school days from the date of the student's emergency expulsion.

2. Notice and Opportunity for Hearing

- a. The student and parent(s)/guardian(s) will be notified of the emergency expulsion of a student and of their opportunity for a hearing by hand delivering a written notice to the student's parent(s)/guardian(s) within 24 hours of the expulsion and by documenting the same with either a signed acknowledgement of receipt or a written certification by the person making the delivery, or by a certified letter deposited in the mail within 24 hours of the expulsion.
- b. If the notice is by certified letter, reasonable attempts will be made to notify the student and parent(s)/guardian(s) by telephone or in person as soon as is reasonably possible.
- c. Such written and oral notice must be provided in the predominant language of the student or his/her parent(s)/guardian(s) and specify:
  - i. The reasons that the student's presence poses an immediate and continuing danger to students or school staff or an immediate and continuing threat of substantial disruption of the educational process;
  - ii. The date on which the emergency expulsion began and will end;
  - iii. The right of the student or his/her parent(s)/guardian(s) to a hearing for the

**Review Date: 4/26/05; 7/27/10; 10/21/14; 8/23/16; 11/14/16  
Union Gap School District No. 2**

purpose of contesting the allegation(s) as soon as reasonably possible;

- iv. That a written or oral hearing request must be received by the designated District employee on or before the third (3<sup>rd</sup>) school business day after receipt of the notice;
- v. If a request is not received within three (3) school business days, the emergency expulsion may continue for up to a total of ten (10) school days; and
- vi. The emergency expulsion may be converted to an expulsion, long-term or short-term suspension, or other corrective action within ten (10) school days of imposition of the emergency expulsion, and that notice of the converted action and an opportunity to request a hearing or grieve the converted action will be provided.

### 3. Continuation of Educational Services

- a. The District will not suspend the provision of educational services during a period of emergency expulsion, and therefore will provide an opportunity for students to receive such services.
- b. 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 expulsion. Examples of alternative setting may include, but not be limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

### H. Provisions Applicable to Corrective Action for Unexcused Absences/Tardiness

- 1. Students with one or more unexcused absences and/or tardiness and subject to compulsory attendance pursuant to Chapter 28A.225 RCW may be subject to corrective action that is reasonably calculated to modify the student's conduct. However, if corrective action is imposed on a student for one or more unexcused absences, the school must:
  - a. Provide notice to the student's parent/guardian in writing (or by the means necessary to provide notice) in the primary language of the parent/guardian that the student has failed to attend school without valid justification;
  - b. 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

**Policy 3241P  
Students**

- c. 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.
2. A student's academic grade or credit may be adversely affected by reason of tardiness or absences only if:
  - a. The student's attendance or participation is related to the instructional objectives or goals of the particular subject or course;
  - b. 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
  - c. The circumstances pertaining to the student's inability to attend school have been taken into consideration, including whether the tardiness or 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).

### **III. Procedures for Contesting Corrective Actions**

#### **A. Grievance Procedure for Discipline and Short-Term Suspensions**

1. Any student or parent/guardian who disagrees with the imposition of discipline or a short-term suspension has the right to an informal meeting with the building principal/designee for the purpose of resolving the grievance. The employee whose action is being grieved will be notified of the initiation of such a grievance as soon as reasonably possible. During this meeting, the student and parent/guardian will be subject to questioning by the principal/designee and will be entitled to question school staff involved in the matter being grieved.
2. After this school-level grievance meeting, if the issue is not resolved, the student or parent/guardian, upon giving two (2) school business days' prior notice to the Superintendent's office, will have the right to present a written and/or oral grievance to the Superintendent or designee.
3. If the issue is not resolved at this level, the student or parent/guardian, upon giving two (2) school business days' prior notice to the Superintendent's office, will have the right to present a written and/or oral grievance to the Board of Directors during the Board's next regular meeting. The Board will notify the student and parent/guardian of its response to the grievance within ten (10) school business days after the date of the meeting.

**Policy 3241P  
Students**

4. The discipline or short-term suspension will continue during the grievance procedure unless the principal or designee elects to postpone the action.

**B. Hearing Process for Long-Term Suspensions, Expulsions, and Emergency Expulsions**

1. Any student or parent/guardian who disagrees with the imposition of a long-term suspension or expulsion may request a hearing to contest the action. The office of the Superintendent must receive requests for a hearing within three (3) school business days of receipt of the notice imposing the corrective action. If a timely request for a hearing is received, the District will schedule a hearing to commence within three (3) school business days (two (2) school business days for emergency expulsions) after the date upon which the hearing request was received by the District.
2. The student will have the right to be represented by legal counsel, to question and confront witnesses, to present an explanation of the alleged misconduct, and to make such relevant showings by way of witnesses and the introduction of evidence as desired.
3. Both the student and the District representative will have the right to inspect in advance of the hearing any documentary and other physical evidence the other party intends to introduce at the hearing.
4. The hearing officer assigned by the District to hear the case will not be a witness in the case, and the truth of the allegations will be determined solely on the basis of the evidence presented at the hearing.
5. Either a tape recorded or verbatim record of the hearing will be made. The hearing officer will make a written decision setting forth the findings of fact, conclusions, and the nature and duration of the corrective action to be imposed, if any. For long-term suspensions and expulsions, this written decision will be provided to the student's legal counsel or, if none, to the student and parent(s)/guardian(s). For emergency expulsions, the decision must: (1) be issued within one (1) school business day after the date that the hearing concludes; (2) be provided to the student and his/her parent(s)/guardian(s), and legal counsel, if any, by depositing a certified letter in the mail; (3) set forth whether the immediate and continuing danger to students or school staff or immediate and continuing threat of substantial disruption of the educational process has ended; and (4) state whether the emergency expulsion will be converted to another form of corrective action.
6. Unless an appeal is taken, any long-term suspension or non-emergency expulsion decided upon by the hearing officer may be imposed as of the fourth (4<sup>th</sup>) school business day following receipt of the hearing officer's decision.

**C. Appeal of a Hearing Officer's Decision Imposing Long-Term Suspension, Expulsion, or Emergency Expulsion**

1. Any student or parent(s)/guardian(s) may appeal a hearing officer's decision imposing a long-term suspension, expulsion, or emergency expulsion to the District's Board of Directors. Notice indicating that the student desires to appeal the hearing officer's decision must be in writing and must be made to the office of the Superintendent or the office of the hearing officer within three (3) school business days after the date of receipt of the hearing officer's decision.
2. If a timely appeal is taken to the Board of Directors, the suspension or non-emergency expulsion may be imposed for up to ten (10) consecutive school days during the appeal period, or until the appeal is decided, whichever is the shortest period. Any days that the student is suspended or expelled before the appeal is decided will apply to the term of the suspension or expulsion imposed, if any, and will not limit or extend the term of the suspension or expulsion. Any student suspended who returns to school before the appeal is decided will be given the opportunity to make up assignments and tests missed by reason of the suspension if the assignments or tests have a substantial effect upon the student's semester grade(s), or if failure to complete such assignments or tests would preclude the student from receiving credit for the course(s).
3. If a timely notice of appeal to the Board of Directors is received, the Board will schedule and hold an informal conference to review the matter within ten (10) school business days after the date of receipt of such appeal notice. The purpose of this meeting will be to meet and confer with the parties in order to decide the most appropriate means of disposing of the appeal.
4. At that meeting, the student, parent(s)/guardian(s), or legal counsel will be given the right to be heard and will be granted the opportunity to present such witnesses and testimony as the Board deems reasonable. The Board will agree to one of the following procedures prior to adjournment or recess:
  - a. Study the hearing record or other materials submitted and render its decision within ten (10) school business days after the date of the informal conference; or
  - b. Schedule and hold a hearing to hear further arguments based on the record before the Board and render its decision within fifteen (15) school business days after the date of the informal conference; or
  - c. Schedule and hold a meeting within ten (10) school business days after the date of the informal conference for the purpose of hearing the case de novo.

**Policy 3241P  
Students**

5. In the event the Board elects to hear the appeal de novo, the student will have the same rights as those applicable to the hearing before the hearing officer.
6. Appeals to the Board will be conducted in accordance with WAC 392-400-310, -315, and -320. Any decision by the Board to impose or to affirm, reverse or modify the imposition of discipline, suspension or expulsion upon a student will be made only by those Board members who have heard or read the evidence, and only by Board members who have not acted as witnesses in the matter and only by a majority vote at a meeting at which a quorum of the Board is present.
7. An appeal from a decision of the Board will be to the courts. The Board may decide to postpone the corrective action pending such appeal.

**IV. Readmission During Suspension or Expulsion**

Any student who has been suspended or expelled will be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/ expelled, the student will submit a written application to the principal, who will recommend admission or non-admission. If a student wishes admission to another school, he/she will submit the written application to the superintendent. The application will include:

1. Reasons the student wants to return and why the request should be considered;
2. Evidence which supports the request; AND
3. A supporting statement from the parent or others who may have assisted the student.

The Superintendent or designee will advise the student and parent/guardian of the decision within seven (7) school days of the receipt of such application.

**V. Cumulative Records**

Discipline files will be kept for each student throughout his or her school career. These files may be used as a reference in determining patterns of behavior for which corrective action is necessary. Progressive corrective action for inappropriate behavior patterns or similar cumulative violations may be assigned based upon these records.