



School District Policy & Procedure 3241, and Chapter WAC 392-400 prohibit students from violating school rules or otherwise engaging in disruptive, unsafe, or criminal activity while participating in District activities or on school property. These expectations are enforced through discipline that is progressive and restorative in nature with modifications based on the student's age, circumstances, cultural considerations and previous conduct.

Notice Date _____ Hearing Held with Student on _____

Student's Name _____ Grade _____ School _____

Gender: _____ Race: _____

Parent(s)/Guardian(s) _____ Phone(s) _____

Address _____

Date and Description of Misconduct ([Behavior Code Definition](#)): _____

☐ Harassment, Intimidation & Bullying ☐ Isolation/Restraint

Specific Rule/Policy Violated: ☒ 3241 ☒ WAC 392-400-430 ☒ WAC 392-400-440 (Exclusion up to Expulsion)

☐ WAC 392-400-435 (ISS/STS) ☐ WAC 392-400-510 (Em. Exp.)

Relevant Considerations: ☐ IEP ☐ 504 Plan ☐ ELL ☐ Cultural Impacts

☐ Non-Discretionary (LTS, Em. Ex, EX) Other: _____

Consequence Assigned:

<input type="checkbox"/> Classroom Exclusion (Exclusion from educ. setting up to the rest of the day) DATE: _____	<input type="checkbox"/> Short-term In-School Suspension	<input type="checkbox"/> Short-term Out of School Suspension (up to 10-day suspension from school)	<input type="checkbox"/> Long-term Suspension from School (up to one term)
<input type="checkbox"/> Emergency Expulsion	<input type="checkbox"/> Expulsion from School (up to one academic term)	<input type="checkbox"/> Other Discipline	

Date Suspension/Expulsion Begins: _____ Ends: _____ Student Returns: _____

Total # of Days Suspended this year (including this infraction): _____

Further Description of Assigned Discipline (if necessary): _____

Educational Services to be provided during Suspensions & any Expulsion (Check all that apply):

☐ Access to coursework and homework for all classes; ☐ Access to school personnel who can offer support to keep the student current; Employee: _____ Telephone: _____

*Employee will make contact within 3 days and periodically to coordinate delivery of class materials, grading and to communicate about progress

☐ Opportunity to make up assignments/tests missed during school removal;

☐ Long-term Suspension or Expulsion: alternative educational setting of: _____

☐ Long-term Suspensions and Expulsions require a re-engagement meeting to develop a plan and consider other factors to help the student return more quickly and/or be more successful upon return (Date is within 20 days of discipline being assigned, but no later than five days before scheduled return to school; or as soon as possible if requested); Preliminary date if known: _____

Notice was delivered to parent/guardian prior to implementation of discipline via:

☐ In person/signed by parent (optional regular mail follow-up if desired)

☐ Phone and sent regular mail (Exclusion up to and including Short-term Suspension).

☐ In person/signed by parent OR Phone and sent certified mail (LTS, Emer. Expulsion, or Expulsion).

☐ Documented in Skyward under Discipline.

Administrator Name: _____ Signature _____ Date _____

Referring teacher notified on _____ By _____

Parent/Guardian Signature _____ Date _____

(Parent signature does not imply agreement, only that this document was received if hand-delivered.)

A student serving an out-of-school suspension is not allowed on any campus in the School District or school activity, unless part of the student's educational services outlined on Page 1. Failure to comply with this regulation will result in further disciplinary action and possible trespass charges.

APPEALS: Due process is the **grievance/appeal procedures** parents and students follow if they disagree with a discipline assigned to their student. Parents/guardians may only appeal the discipline assigned to their child. The checked **Grievance/Appeal** process below applies to your child's current disciplinary action:

- ☐ **In-School and Short-term Suspensions** of 10 days or less (including in-school suspensions) can be grieved to the principal within 5 school business days, and then to the superintendent/ designee within 2 school business days of that decision, and then Board of Directors within 2 school business days of that decision. The discipline is implemented immediately unless the principal decides otherwise.
- ☐ **Long-term Suspensions and Expulsions** can be appealed to the principal who signed this Notice within 5 school business days of the Notice. A hearing will then be scheduled. The discipline may not be implemented until the appeal deadline has passed without an appeal or the hearing officer upholds the discipline. Once an appeal is filed unless it is determined unsafe for the suspended or expelled student to return to school during the appeal process. A review of the decision may be requested within 10 school business days.
- ☐ **Emergency Expulsions** must end or be converted to another form of disciplinary action within 10 school days. Emergency expulsions can be appealed to the principal who signed this notice within 3 school business days. The discipline is implemented until after the hearing or the superintendent/designee determines that the emergency situation no longer exists. The student is immediately removed from school with an Emergency Expulsion. If the emergency expulsion is converted by the administration outside of a hearing, a new due process notice will be issued appropriate to the level of disciplinary action imposed. A review of the decision may be requested within 5 school business days.

A Long-term Suspension, Expulsion, or Emergency Expulsion Grievance/Appeal request must be

received on or before _____ to:

**Jim Fry, District Hearing Officer
1755 S. College Ave.
College Place, WA 99324**

*At the time of your request, please indicate if you plan to have legal counsel present at the review meeting/hearing and list the names of any witnesses the parents or student is requesting be available for questioning. Witnesses cannot be compelled to attend, but will be invited by the responsible administrator. Days are defined as any school day once school is in session and those days during the summer that the Administration Office is open.

- ☐ **If either box is checked**, the proposed disciplinary action may impact your student's receipt of special education services or 504 Accommodations. You will be receiving additional notice from the District regarding your student's special education services, which may include notice of a proposed alternate placement, a meeting regarding the student's behavioral intervention plan and/or a meeting to discuss the relationship between the student's disability and the misconduct described above. Please feel free to contact your student's special education teacher for additional information.
- ☐ **If this box is checked**, the student is subject to concurrent discipline with his/her **extracurricular activities** that have not been included above and the appeal provisions set forth in the athletic handbook shall apply.

Please see Policy/Procedure 3241P and 4220P on the District's website for further information on district rules regarding student behavior and procedures for parents to exercise their due process rights through the grievance/appeal process. Also refer to WAC Chapter 392-400.