

### **Student Discipline, Short-Term Suspension, and Procedural Due Process**

Designated school district employees may impose corrective actions for violations of the rules of pupil conduct. A student shall be given an opportunity to contest the facts leading to the corrective action, to contest the appropriateness of the corrective action imposed by disciplinary authority, or to allege prejudice or unfairness on the part of the school district official responsible for the corrective action.

However, the hallmark of the exercise of disciplinary authority shall be fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources and cooperation with the student and his/her parent(s) or guardian(s).

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

- A. consistent from day to day and student to student,
- B. balanced against the severity of the misconduct,
- C. appropriate to the student's nature and prior behavior,
- D. fair to the student, parent and others, and
- E. effective.

#### **Discipline**

"Discipline" shall mean all forms of corrective action **other than suspension or expulsion** and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject, or activity period, provided that the student is in the custody of a school district employee for the balance of such period. "Discipline" is subject to the following limitations and conditions:

1. No form of "discipline" shall be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements.
2. For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours. Detention shall not begin until the parent has been notified for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action.

### 3. **Appeal Process for Disciplinary Action**

- a. Any student, parent or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible.

During the conference, the student, parent, or guardian shall be subject to questioning by the principal or designee and shall be entitled to question staff involved in the matter being grieved.

- b. After exhausting this remedy, the parent and student shall have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent or his/her designee.
- c. If the grievance is not resolved with the superintendent, the parent and student, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the board's next regular meeting. A closed meeting may be held for the purpose of considering the grievance. The board shall notify the student, parent, or guardian of its response to the grievance within ten (10) school business days after the date of the meeting.
- d. The disciplinary action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his designee elects to postpone such action.

#### **Short-Term Suspension**

"Short-term suspension" shall mean a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days. A short-term suspension may be imposed upon a student for violation of rules of conduct, subject to the following limitations or conditions:

1. The nature and circumstances of the violation must reasonably warrant a short-term suspension and the length of the suspension imposed.
2. **Unless the behavior is an Exceptional Misconduct, as defined**, no student shall be suspended unless other forms of corrective action reasonably calculated to modify his/her conduct have failed or unless there is good reason to believe that other forms of corrective action would fail if employed.

3. No student in grades K-4 shall be subject to short-term suspensions for more than a total of five (5) school days during any single trimester, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a pupil.
4. No student in grades 5 and above shall be subject to short-term suspension for more than a total of ten (10) school days during any single trimester or fifteen (15) school days during any single semester, as the case may be.
5. Any student subject to a short-term suspension shall be provided the opportunity upon his/her return to make up assignments and tests missed by reason of the short-term suspension if: (a) such assignments or tests have a substantial effect upon the student's trimester grade, or (b) failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.
6. Prior to the short-term suspension, a conference shall be first conducted by the principal/designee with the student as follows:
  - a. An oral or written notice of the alleged misconduct and rule violated shall be provided to the student;
  - b. An oral or written explanation of the evidence in support of the charges shall be provided to the student;
  - c. An oral or written explanation of the number of days of suspension which may be imposed shall be provided to the student;
  - d. The student shall be provided the opportunity to present his/her explanation.
7. The parent/guardian of the student shall be notified of the reason for the suspension, the duration of the suspension, and the right to an informal conference with the principal for the purpose of resolving the grievance. Notice may be oral or written; best practice is to provide prompt telephone notice and follow-up with written notice.
8. Within 24 hours, report the suspension in writing to the Superintendent, the Director of Transportation, and notify the special education director if the student is in special education.

**9. Appeal Process for Short-Term Suspension**

- a. Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.
- b. After exhausting the building level grievance meeting, the student, parent or guardian, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent or his designee.
- c. If the grievance is not resolved with the superintendent, the parent and student, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the Board of Directors at its next regular meeting. A closed meeting may be held for the purpose of considering the grievance. The board shall notify the student, parent or guardian of its response to the grievance within ten (10) school business days after the date the grievance was presented.
- d. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal or his designee elects to postpone such action.

Legal References:	WAC 180-40-235	Discipline--Conditions and Limitations
	180-40-240	Discipline--Grievance procedure
	180-40-245	Short-term Suspension--Conditions and Limitations
	180-40-250	Short-term Suspension--Prior conference required--Notice to parent
	180-40-255	Short-term suspension--Grievance procedure
	180-40-317	Appeals--Discipline and short-term suspension grievances

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