

Notice of Exclusion, Suspension, Expulsion, or Emergency Removal for 2023-24

Name:	Grade:	School:
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Parent(s)/Guardian(s):	Phone:
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Primary Student Address:	IEP:	Yes	No
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Misconduct Code from 3241-P:	Date of Misconduct:
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Misconduct Details:

If an Emergency Removal, Reason:

Possible Harassment/Intimidation/Bullying Related to:	Religion	Age	Gender
Disability	Creed	Color	Race
		Sexual Orientation	Not Applicable

Interventions and Considerations Prior to Discipline

Cultural and Environmental Factors	Clarification of Expectations
Implementation of Behavior Improvement Plan	Family Engagement
Positive Behavior Intervention Supports (PBIS)	Social Skills Instruction
Peer Mentoring/Mediation	School-Community Partnerships
Response to Intervention (RTI) Behavior Supports	Behavior Specialist Review
Trauma Informed Practices	Restorative Justice Practices
Professional Learning Community Interventions	De-Escalation Training
School/Grade Level Restrictions	Threat Assessment

Discipline Action	Date(s):	Time:
Exclusion from Class/Activity (Teacher/Admin)		
In-school Suspension (Admin)		
Short-term Suspension (Administrator)		
Long-term Suspension from School (Administrator)		
Emergency Removal (Administrator)		
Expulsion (Administrator)	Expulsion Extension	

Excluded from participation in current extracurricular activities during discipline. Suspended/expelled students are not allowed on any campus in the Eastmont School District or at a school district sponsored activity. Failure to comply with expectation will result in further disciplinary action and possible trespass charges.

Parent Involvement & Notification – within 1 school day	Date/Time:
Parent attended meeting with student, personal delivery of discipline form.	
Phone conference during meeting with student, form mailed.	
Parent not available, phone message to call regarding incident/outcome, form mailed.	

(Regular mail for exclusion/short term suspension, certified mail for long-term suspension/expulsion.)

Educational Services Offered During Exclusion/Suspension/Expulsion

Teacher provided graded classroom assignments (Exclusion/Short-term Suspensions only)
Teacher provided pass/fail assignments
Alternative Education Teacher provided paper/pencil pass/fail assignments

	Alternative Education Teacher assigned/supervised on-line pass/fail assignments
	Other:

Parent and Student Reengagement Meeting Date/Time:	
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(Within 20 days of discipline start and at least 5 days prior to the student's return.)

Teacher/Administrator Name:		Signature:	
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Parent/Guardian Signature:		Date:	
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(Parent/Guardian signature does not imply agreement, only that the document was received in person.)

If this box is checked, you will receive 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 contact your student's special education teacher for additional information.

Due process is the required procedures for a parent/guardian and student to follow if they disagree with an assigned discipline. There are no procedures if a parent/guardian disagrees with a discipline assigned, or not assigned, to other students. Appeals for school disciplinary actions of other students are prohibited. Federal law also requires school districts to provide language assistance to ensure students and parents understand all proceedings, correspondence, and participate in meetings or conferences.

Optional Conference with Principal may be requested orally or in writing by a student's parents if they disagree with an assigned suspension or expulsion. The meeting will be held within 3 school days of the request unless otherwise agreed to. This process does not limit a parent's option to formally grieve or appeal the discipline per the below guidelines, but the parties may agree to postpone the appeal process. (WAC 392-400-460).

Teacher assigned exclusion and discipline is discussed informally with the principal, if there is disagreement, parents have 2 business days to submit a grievance to the Superintendent/ designee. If disagreement continues after that meeting, parents have 2 business days to submit grievance to the Board of Directors, to have the matter reviewed at the next scheduled Board meeting. Discipline is implemented during the grievance process at the Principal's discretion. (WAC 392-400-240)

Short-term suspension (including in-school suspension) is appealed to the Superintendent/ designee within 5 business days of this notice. The family will have an opportunity to explain orally or in writing. The Superintendent will issue a written decision within 2 school business days, including the right to request reconsideration by the board. The school may temporarily continue to administer the suspension or expulsion for no more than ten consecutive school days pending appeal. (WAC 392-400-465, 470)

Long-term suspensions and Expulsions must be appealed to the Superintendent/designee within 5 business days of this notice. The school may temporarily continue to administer the suspension or expulsion for no more than ten consecutive school days pending appeal. If the parent disagrees with the hearing decision, a request for reconsideration must be filed within 10 business days of the hearing decision. The Board of Directors will conduct a review of the discipline, which may include gathering additional information. (WAC 392-400-455, 465)

Emergency removals are appealed to the Superintendent/designee within 3 school days, with the hearing scheduled immediately, but no later than 2 school business days. If the emergency removal is converted to a suspension or expulsion, the due process will be merged with the rights appropriate to the assigned disciplinary action. Discipline may be implemented during the appeal process for up to ten days. (WAC 392-400-525)

A Long-term Suspension, Expulsion, or Emergency Removal Appeal request must be received by mail or in person on or before:

Date:	<i>Eastmont Administration Office, Attn: Superintendent/Hearing Officer, 800 Eastmont Avenue, East Wenatchee WA 98802</i>
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At the time of your request, please indicate if you plan to have legal counsel present at the 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 hearing officer. Days are defined as any school day once school is in session and those days during the summer that the Eastmont Administration Office is open.

A suspended or expelled student may apply for readmission to the Superintendent once all appeals have been exhausted. (WAC 392-400)

Alternative To Suspension (ATS) For Alcohol/Drug Intervention

Student Admits to Drug/Alcohol Use or Possession

Participation in Alternative to Suspension (ATS) requires the student to submit to a urinalysis and drug use interview. This process is conducted by the District Drug/Alcohol Specialist and is used to determine current drug and alcohol involvement. The specialist will assign subsequent intervention activities and any related costs are the responsibility of the student.

The administrator may offer to hold an ATS Meeting. At the meeting, parent and supportive adult participation will result in one suspension day waived (maximum of 5) for adults over the age of 25. The adults must sign a commitment to help the young person remain in school, comply with school rules, and graduate from high school. This option is limited to once per school year.

Students in ATS are subject to random oral drug and alcohol use screening at the discretion and cost of the District for twelve months from the event. If a test is positive, any waived suspension days shall be imposed as well as new discipline.

First Offense – 25 initial suspension days, ATS screening waives 10 days, ATS Meeting with supportive adults reduces up to another 5 days, leaving 10 suspension days to be served.

Second Offense – 30 initial suspension days, ATS screening waives 10 days, ATS Meeting with supportive adults reduces up to another 5 days, leaving 15 suspension days to be served.

Distribution, Third Offense or More – 45 initial suspension days, ATS screening waives 10 days, ATS Meeting with supportive adults reduces up to another 5 days, leaving 30 suspension days to be served.

Student Denies Drug or Alcohol Use

If a student denies use and an oral test is positive, the student is immediately suspended. The parent may choose to challenge the oral test. This is done by providing at their expense urinalysis testing of the student within 24 hours of the incident at a District approved laboratory. If the results continue to be positive, the suspension will continue unless the student decides to participate in ATS. If the tests are negative for illegal drug use, the discipline will be dismissed.