

# Discipline Fast Facts

## **Key Contacts:**

Discipline Helpline: 206-252-0822; personnel available M-F from 8am to 5pm; staff assigned during these times or return calls within a short period of time.

Discipline Appeals Office: 206-252-0820; personnel available M-F from 8:30am to 4pm.

## **Fast Facts/Best Practices**

### General Reminders:

- When issuing a short term or in-school suspension, school staff need to consider implementing disciplinary responses that are least disruptive to the student-school relationship, and which also maximize instructional time.
- When issuing a long-term suspension, consider other forms of corrective actions, and document on a Notice of Disciplinary Action (NDA) in PowerSchool Incidents.

### Notifying Families of a Disciplinary Response:

- Verbally explain the appeal process and/or state it within email.
- NDA must be provided to the parent within 24 hours of the incident.
- Appeal timeline does not start until the family receives the NDA.
- Educational services must be provided to all students while suspended/expelled from school (regardless of length of exclusionary period). Coordination and delivery of educational services is the responsibility of the school.

### Considering a Long-Term Suspension/Expulsion:

- Must schedule a reengagement conference within 3 days of NDA being given to the family.
- Prior to issuing a long-term suspension, call the Discipline Office to schedule a consultation for educational services and possible temporary school reassignment.
- Prior to expelling a student from school, a hearing with the Expulsion Review Board must take place.
- Contact the Discipline Office to schedule Expulsion Review Board hearing.

### Considering an Emergency Removal:

- Cannot be used for suicide ideation or mental health issues.
- Are not permitted for the purpose of investigation.
- Can only be used when the student's presence poses an immediate and continuing danger.
- Must meet with the student within 24 hours of implementing the Emergency Removal.

- Must end or be converted to another form of corrective action on or before the 10<sup>th</sup> day.

#### When families of victims want to know the discipline of the alleged aggressor:

- Due to confidentiality issues, do not share the disciplinary response of any student with anyone other than the contacts listed in PowerSchool.
- Consider how to increase feelings of safety for the victim at school (i.e., give victim a buddy on the bus as well as moving alleged aggressor to the front of the bus)
- Reassure victim and family that the situation is being taken seriously, and that the school can collaborate on the creation of a safety plan.

#### School-Based Threat Assessment Team:

- Call Discipline Helpline at 206-252-8022 for consultation and to engage in school-based threat assessment process.
- [Washington State School Director's Association \(WSSDA\) Model Policy 3225 - School-Based Threat Assessment](#)
- Modeled after Salem-Keizer Threat Assessment.
- Review the [Student Threat Assessment: How to Respond](#)
- Complete [Student Threat Assessment Worksheet](#) to assess need for a formal threat assessment.
- Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm.
- For students receiving Special Education services, an MDT must occur before services can be considered.

#### District Reassignments for High School Students on Long-Term Suspension or Expulsion from School:

- Students who are long term suspended will be reassigned to another school by the Admissions Office via the Superintendent's Procedure No. 3130 (Student Assignment).
- Students may return to their school when the suspension or expulsion is over.

#### Students and Families requesting a transfer to Interagency:

- Long term suspended or expelled high school students may opt to be referred to Interagency Academy's reentry program.
- Students will attend an orientation at Interagency Academy and will then be assigned to one of several Interagency Academy sites for the remainder of their suspension.

- School staff should work with staff from Interagency Academy and the Behavioral Health and Discipline Office to assess student needs and identify culturally appropriate community-based services to meet those identified needs.
- Expelled students who do not have a long-term suspension as part of the disciplinary response must be reassigned to another school within ten (10) school days of the expulsion.
- Students who are expelled or long-term suspended have the right to appeal the decision, including the right to petition for re-instatement.

#### Students Demonstrating Behaviors of Sexual Nature:

- Call the Title IX Office for a consultation at 206-252-0367.

#### D/A Issues:

- Vape pens cannot be considered marijuana/drug paraphernalia unless there are additional indicators present (for example, student displays signs of being under the influence).
- Vape pens are categorized as tobacco products.
- [SPS Approved Substance Abuse Service Providers](#)
- For more information on substance abuse prevention and intervention, go to [MySPS Prevention and Intervention](#)