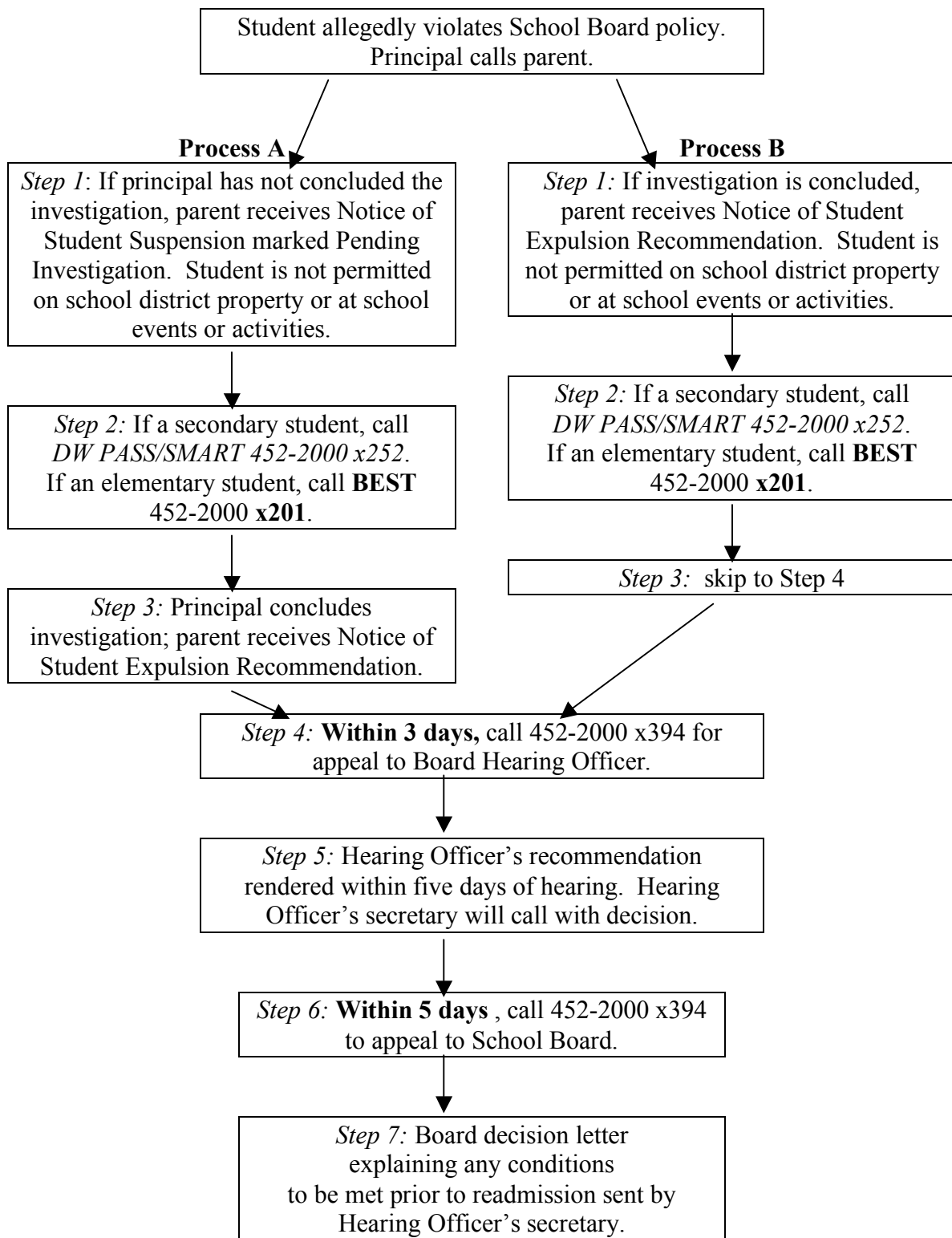


# Student Discipline Quick Reference Guide for Parents



For more detailed information, please read the attached document.

## Parent Reference Guide for Student Discipline

You should have received from the principal either a Notice of Student Suspension or a Notice of Student Expulsion Recommendation. This form will tell you what policy the student violated. Student is not permitted on school district property or at school events or activities.

### ***Process A-When a Student is Suspended Pending Investigation:***

*Step 1:* If you received a Notice of Student Suspension and it was marked “Pending Investigation”, this means that the principal is still investigating the alleged policy violation.

***Step 2:* If your student attends middle or high school, you should contact the DW PASS Program at 452-2000 ext. 252 to enroll your student in the program.** When you call, provide the information that your student has been suspended pending investigation and you’d like to enroll him/her in the program in order to maintain his/her academics. **If your student is in elementary school, contact the BEST Program at 452-2000 ext. 201.**

*Step 3:* The principal will conclude the investigation and contact you with information regarding the expulsion recommendation.

### ***Process B- When a Student is Recommended for Expulsion:***

*Step 1:* The principal may ask if you wish to meet to go over the paperwork or if you’d like to have the paperwork mailed to you. If you choose the mail, it will be mailed certified return receipt requested. The paperwork you receive will include the expulsion form indicating the date the expulsion will commence, the policy violation, and the recommended length of expulsion; Policy 1054 – Procedural Due Process which outlines the district’s process to provide for opportunities to appeal a recommended expulsion and the timelines for such appeals; and SMART Program information for secondary students who have been expelled from school.

***Step 2:* You should contact the DW PASS Program at 452-2000 ext. 252 to enroll your secondary student in the program.** When you call, inform the counselor that your secondary student has been recommended for expulsion and you’d like to enroll him/her in the program in order to maintain his/her academics. **If your student is in elementary school, call the BEST Program at 452-2000 ext. 201.**

*Step 3:* Skip to Step 4

### ***Both Process A and Process B***

***Step 4-When You Appeal to the Board Hearing Officer:* The principal will inform you that you have three school days to contact the School Board Hearing Officer’s secretary at 452-2000 ext. 394 if you wish to appeal the school’s recommendation.**

The secretary will set up a hearing within five school days of the call requesting the appeal. If your schedule does not allow, the five school day timeline can be waived at your request. If you have any questions about the process, please call the Hearing Officer's secretary and she will be glad to answer any questions or assist you in any way she can.

If you do not request an appeal hearing before the Hearing Officer, the Hearing Officer will review the information provided by the school and make a recommendation of discipline to the School Board.

*Step 5:* The Hearing Officer's recommendation will be made within five school days after the hearing or the deadline to request an appeal. The Hearing Officer may uphold the school's recommendation for length of expulsion or reduce it; he/she can not increase the length of the expulsion. Hearing officer's secretary will call with decision.

***Step 6:* After you have been notified of the Hearing Officer's recommendation, you have five school days to request an appeal to the School Board in executive session by calling 452-2000 ext. 394.** The School Board generally meets in executive session the Monday prior to a regular School Board meeting. The secretary will inform you of the date, time, and location your student's case will be reviewed by the School Board. Executive Sessions of the School Board are confidential. When your student's case is reviewed you, the student, the principal, the Hearing Officer, the assistant superintendent, and the School Board members will be present.

If you do not request an appeal hearing before the School Board, the School Board will review the information provided by the Hearing Officer and make a decision. The School Board may uphold the Hearing Officer's recommendation for length of expulsion or reduce it; the Board can not increase the length of the expulsion.

*Step 7:* You will then be sent a letter stating the School Board's decision regarding the recommendation and outlining any conditions that must be met prior to your student's readmission to school. A copy of the pertinent School Board policy or administrative regulation will be enclosed. This letter will be sent certified, return receipt requested to your home address by the Hearing Officer's secretary.