



Discipline Fast Facts 2023-2024

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For questions and more information about this document, please contact the following:

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DESCRIPTION: This document is intended to help school administrators access quick basic facts on SPS discipline. For complete procedure and guideline, please refer to the Basic Rules of Seattle Public Schools.

Discipline Fast Facts

<https://mysps.seattleschools.org/departments/discipline/>

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 (formerly Emergency Expulsion):

- Cannot be used for suicide ideation or mental health issues
- Are not permitted for the purpose of conducting an investigation

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- 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 10th 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 (See Page 32 from Basic Rules of SPS):

- 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 (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](#)

