

POLICY COMMITTEE MEETING 1-23-26			
Number	Classification	Policy Title	Administration Comments
3241	Critical	Student Discipline	In developing the model policy and procedure, WSSDA focused on aligning them with the state's student discipline rules. As a rule of thumb, language not directly required by the rules was generally removed, even if it did not conflict with them. The intent was to offer school districts a model policy and procedure that meets legal requirements without adding anything extra unless there was a good reason to do so, like providing examples of what might constitute disciplinary action in the definition of "discretionary discipline."
5000	Important	Recruitment, Selection and Evaluation of Staff	Revised to align with the Washington School Board Standards.
6022		Minimum Fund Balance	For consideration

Student Discipline

~~The Board of Wenatchee School District Policy Console—WSSDA~~

Policy: 3241

Section: 3000 - Students

Student Discipline

Introduction/Philosophy/Purpose

The ~~board~~ focuses on the educational achievement of ~~each and~~ every student. The ~~District~~district holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. ~~“Discipline” means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms.~~ The ~~Board~~board intends that this policy and ~~accompanying~~ procedure be implemented in a manner that supports a positive school ~~environment~~climate, maximizes instructional time, and increases equitable educational opportunities.

The purposes of this policy and accompanying procedure include:

- ~~• Engaging with families and the community while striving to understand and be responsive to cultural context;~~
- ~~• Supporting students in meeting behavioral expectations, including providing for early involvement of parents;~~
- ~~• Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible;~~
- ~~• Providing educational services that students need during suspension and expulsion;~~
- ~~• Facilitating collaboration between school personnel, students, and parents, and thereby supporting successful reentry into the classroom following a suspension or expulsion;~~
- ~~• Ensuring fairness, equity, and due process in the administration of discipline;~~
- ~~• Providing every student with the opportunity to achieve personal and academic success;~~
~~and~~
- ~~• Providing a safe environment for all students and for district employees.~~

The District's student discipline policy and procedure is designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with this policy and procedure, including behavioral expectations that respect the rights, person, and property of others.

District Commitment

The Board recognizes the negative and disproportionate impact of exclusionary discipline practices and is committed to:

- Identifying and addressing discipline policies and practices that perpetuate educational opportunity gaps; and
- Proactively implementing discipline practices that support students in meeting behavioral expectations without losing access to instruction.

Unless a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat to the educational process, staff members must first attempt one or more forms of other types of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the district must first consider other forms of discipline.

Staff authority

District staff members are responsible for supervising students during the school day, during school activities, whether on or off campus, and on the school bus. Staff members will seek early involvement of parents in efforts to support students in meeting behavioral expectations. The Superintendent has general authority to administer discipline, including all exclusionary discipline. The Superintendent will identify other staff members to whom the Superintendent has designated disciplinary authority. After attempting at least one other form of discipline, teachers have statutory authority to impose classroom exclusion for behaviors that disrupt the educational process. Because perceptions of subjective behaviors vary and include implicit or unconscious bias, the accompanying procedures will seek to identify the types of behaviors for which the identified district staff may administer discipline.

Ensuring fairness, providing notice, and an opportunity for a hearing

The District

1. Providing a safe and supportive learning environment for all students.
2. Providing due process to students.
3. Implementing culturally responsive discretionary and nondiscretionary discipline policies and procedures that provide opportunity for all students to achieve personal and academic success.
4. Engaging with school personnel, students, parents, families, and the community in decisions related to the development and implementation of discipline policies and procedures.
5. Ensuring fairness and equity in the administration of discretionary and nondiscretionary discipline.

6. Administering discretionary discipline in ways that respond to the needs and strengths of students, support students in meeting behavioral expectations, and keep students in the classroom to the maximum extent possible.
7. Providing educational services that students need to complete their education without disruption.
8. Facilitating collaboration between school personnel, students, parents, and families to support successful reentry into the classroom following a suspension or expulsion.

Students' Fundamental Rights

The district will observe students' fundamental rights and will administer discipline in a manner that does not:

- Unlawfully discriminate against a student on the basis of sex, race, creed, ethnicity, religion, color, national origin, sexual orientation, gender expression, gender identity, disability, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal; by a person with a disability is prohibited.
- Deprive a student of the student's constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have the student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right;
- Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable searches and seizures;
- Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
- Deprive a student of the student's right to an equal educational opportunity, in whole or in part, by a school district without due process of law.

~~The district will notify parents as soon as reasonably possible about classroom exclusion and before administering any suspension or expulsion. The district will provide opportunities for parent participation during an initial hearing with the student. The district will provide parents with written notice, consistent with WAC 392-400-455, of a suspension or expulsion no later than one school business day following the initial hearing. The district has established procedures for review and appeal of suspensions, expulsions, and emergency removals consistent with WAC 392-400-430 through 392-400-530.~~

Development and review

Accurate and complete reporting of all disciplinary actions **Student Responsibilities**

~~This district's student discipline policy and procedure are designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with the policy and procedure, including the behavioral violations that led to them, is essential for effective review of this policy; therefore, the district will ensure such reporting.~~

~~The district will periodically collect and review data on disciplinary actions taken against students in each school. The data will be disaggregated into subgroups as required by RCW 28A.300.042, including students who qualify for special education or Section 504. The data review will include classroom exclusion, in-school and short-term suspensions, and long-term suspensions and expulsions. The district will invite school personnel, students, parents, families, and the community to participate in the data review. The purpose of the data review is to determine if disproportionality exists; if disproportionality is found the district will take action to ensure that it is not the result of discrimination and may update this policy and procedure to improve fairness and equity regarding discipline.~~

Distribution of policies and procedures

~~The district will make its discipline policies and procedures~~ expectations that respect the rights and property of others. Students are also expected to pursue the required course of studies. Students and staff are expected to work together to develop a positive climate for learning, consistent with Board Policy 3112 – Social Emotional Climate. ~~[Adjust name and number of policy as accurate for your district].~~

Development and Review

The district will develop and periodically review a discretionary and nondiscretionary discipline policy and procedure with which may include the participation of school personnel, students, parents, families, and the community. During the development and review, the district must use disaggregated data collected under RCW 28A.300.042 to monitor the impact of the district's discipline policy, procedure, and practices and update its policy and procedure to improve fairness and equity in the administration of discipline.

The policy and procedure will be developed in accordance with WAC 392-400-110.

Distribution of Policies and Procedures

The district will make the current version of this policy and procedure available to families and the community. The district will annually provide its discipline policies and procedures this policy and procedure to all district personnel, students, parents, and parents/families, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

~~The district will ensure district employees and contractors are knowledgeable of the discipline policies and procedures.~~

Legal References———42 U.S.C. 2000d et seq. Civil Rights Act of 1964
34 CFR Part 100.3 Regulations implementing Civil Rights Act of 1964
Chapter 392-400, WAC Pupils
~~WAC 392-190-048 Access to course offerings—~~
~~Student discipline~~
~~Chapter 28A.600 RCW, Students~~
~~RCW 28A.400.110 Principal to assure appropriate student discipline——~~
~~Building discipline standards——~~
~~Classes to improve classroom management skills~~
~~RCW 28A.400.100 Principals and vice principals——~~
~~Employment of——~~
~~Qualifications——~~
~~Duties~~
~~Chapter 28A.320, RCW Provisions applicable to all districts~~
~~Chapter 28A.225, RCW Compulsory school attendance and admission~~
~~RCW 28A.150.240 Certificated teaching and administrative staff as accountable for classroom teaching——~~
~~Scope——~~
~~Responsibilities——~~
~~Penalty~~
~~RCW 9A.16.280 Possessing dangerous weapons on school facilities——~~
~~Penalty——~~
~~Exceptions~~
~~RCW 9A.16.100 Use of force on children——~~
~~Policy——~~
~~Actions presumed unreasonable~~

Cross References———2121—Substance Abuse Program
2161—Special Education and Related Services for Eligible Students
2162—Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
3122—Excused and Unexcused Absences
3200—Rights and Responsibilities
3210—Nondiscrimination
3244—Prohibition of Corporal Punishment
3520—Student Fees, Fines, or Charges
4210—Regulation of Dangerous Weapons on School Premises
4218—Language Access Plan

Management Resources———2019—April Policy
Alert 2010—June Issue

~~2014—August Issue~~
~~2014—December Issue~~
~~2016—July Policy Issue~~
~~2018—August 2018—August Policy Issue~~

Adoption Date: 4.99

Classification: Essential

Revised Dates: ~~12.06; 6.10; 10.11; 8.14; 11.14; 9.16; 9.19; 8.21; 10.23~~ this student discipline policy and procedure.

Application

This policy and accompanying procedure will be construed in a manner consistent with Washington law as stated in WAC 392-400-020.

Cross References:

2121 - Substance Abuse Program
2161 - Special Education and Related Services for Eligible Students
2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
3122 - Excused and Unexcused Absences
3210 - Nondiscrimination
3244 - Prohibition of Corporal Punishment
3520 - Student Fees, Fines, or Charges
4210 - Regulation of Dangerous Weapons on School Premises
4218 - Language Access

Legal References:

42 U.S.C. 2000d et seq. Civil Rights Act of 1964
34 CFR Part 100.3 Regulations implementing Civil Rights Act of 1964
Chapter 392-400 WAC Student Discipline
WAC 392-190-048 Access to course offerings—Student discipline and corrective action
Chapter 28A.320 RCW Provisions Applicable To All Districts
Chapter 28A.600 RCW Students

[RCW 28A.400.110 Principal to assure appropriate student discipline—Building discipline standards—Classes to improve classroom management skills](#)

[RCW 28A.400.100 Principals and vice principals—Employment of—Qualifications—Duties](#)

[Chapter 28A.225 RCW Compulsory School Attendance and Admission](#)

[RCW 28A.150.240 Certificated teaching and administrative staff as accountable for classroom teaching—Scope—Responsibilities—Penalty](#)

[RCW 9A.41.280 Possessing dangerous weapons on school facilities—Penalty—Exceptions](#)

Management Resources:

[2010 - June Issue](#)

[2014 - August Issue](#)

[2014 - December Issue](#)

[2016 - July Policy Issue](#)

[2018 - August Policy Issue](#)

[2019 - April Policy Alert](#)

Adoption Date: 4.99~~April 01, 2019~~

Last Revised: 12.25~~August 1, 2025~~

Classification: **Critical**

Prior Revised Dates: 12.06; 6.10; 10.11; 8.14; 11.14; 9.16; 0.19; 8.21; 10.23~~02/25/2021;~~
~~07/24/2023; 09/05/2024~~

Recruitment and Selection of Staff

Responsible Governance

The board of directors delegates most or all recruitment and selection of school district staff to the superintendent and/or their designee(s).

Staff are recruited and selected to ~~assure~~ensure that ~~students grow and meet their full potential in district programs. Staff~~all staff members are highly effective, and have the necessary skills and experience to meet the learning needs of all students. ~~The district works with teacher preparation programs, communicating the teaching skills, competencies, and experiences it considers of primary importance in its staff, and providing field experiences designed to train teachers to be able to improve student learning. Decisions about hiring, assigning, or transferring staff are based on maximizing the effectiveness of that staff member within the district's programs.~~

Creating Conditions for Student and Staff Success

Staff positions are established by the board ~~to provide~~based on recommendations of the superintendent according to the needs and financial constraints of the district's comprehensive program of education. New positions are established by the board as needed.district. The superintendent or their designee establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels required for each position, ~~as it relates and to the district's comprehensive program of education, and~~contribute toward the goal of continued improvement in student learning. Selection of staff is based on which candidate is the most qualified for the position, and is made pursuant to the district's standard screening, interview, ~~and~~ reference check process, and ~~equity~~other requirements.

High Expectations for Student Learning

Positions are created ~~within and filled with~~consideration of salary and budget parameters, strategic goals, student enrollment, and legal requirements. Part of the district's strategic and short-term planning processes ~~analyzes~~analyze current and projected staffing requirements. ~~The filling of individual positions is done with consideration to salary issues, budget parameters, and legal requirements.~~ The superintendent or their designee(s) regularly evaluates the effectiveness of the district's staff recruitment and selection processes, and reports the findings and recommendations from the evaluation to the board.

Community Engagement

~~The board and district regularly communicate to staff, professional associations, employee bargaining units, teacher and professional preparation programs in higher education, students, parents, and the larger community the district's commitment to hiring those people best prepared and able to improve student achievement.~~

The district recognizes the importance of community engagement and support in the hiring of school administrators. The district will take opportunities to include community [input](#) ~~members~~ in the [interview](#) ~~hiring~~ process of select administrators based on the superintendent's discretion.

Cross References:

5005 - Employment [and Volunteers](#):
Disclosures, Certification Requirements,
Assurances and Approval

[5240 – Evaluation of Staff](#)

5610 - Substitute Employment

Legal References:

RCW 28A.400.300 Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers.

RCW 28A.405.210 Conditions and contracts of employment — Determination of probable cause for nonrenewal of contracts — Nonrenewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing

RCW 43.43.830 Background checks — Access to children or vulnerable persons — Definitions

RCW 43.43.832 Background checks — Disclosure of information - Sharing of criminal background information by health care facilities

RCW 49.44.200 Personal social networking accounts – Restrictions on employer access - Definitions

RCW 49.44.205 Violations of RCW 49.44.200 – Civil action - Remedies

Chapter 162-12 WAC Preemployment Inquiry
Guide (Human Rights Commission)

P.L. 99-603 (IRCA) Immigration Reform and
Control Act of 1986

Title 8 USC, Ch. 12 §1324a and §1324b

WAC 392-190-0591 Public school employment
and contract practices - Nondiscrimination

Management Resources:

[2025 – October Issue](#)

2014 - December Issue

2012 - February Issue

Adoption Date: ~~10.23.00~~ 10.00

Classification: ~~Encouraged~~ [Important](#)

Revised Dates: ~~03.08.~~ 3.11

~~Reviewed: 05.19~~

Minimum Fund Balance[1.1]

The district recognizes the importance of maintaining a prudent fund balance in the general fund to ensure operational cash flow needs are met, to set aside resources for known obligations and to help protect against unforeseen circumstances. Accordingly, the district adopts this policy in regards to those portions of fund balance that are in spendable form but are not legally restricted as to their use from outside sources.

Annually, the superintendent or designee will present a general fund budget that includes a commitment of at least six percent of the ~~current~~^{prior} year's expenditures towards a minimum fund balance.

~~Annually, it is in the best interest of Wenatchee School District that the board of directors target a goal of ~~six~~^{five} percent of the ~~prior~~^{current} year's expenditures to address potential general fund needs and continue to maintain an acceptable and adequate minimum fund balance for district operations.~~

Legal References:

- RCW 28A.320.070 School district as self-insurer - Authority
- RCW 28A.505 School Districts' Budgets
- 28A.505.130 Budget - Requirements for balancing estimated expenditures

Management Resources:

- 2011 - February Issue

Cross References:

- 6040 - Expenditures in Excess of Budget
- 6020 - System of Funds and Accounts

~~Cross Reference: Board Policy 6020 System of Funds and Accounts~~
~~Board Policy 6040 Expenditures in Excess of Budget~~

Adoption Date: 08.11
Classification: Discretionary
Revised Dates: 2.26