

Dear Administrator:

I have excluded _____ from my classroom for all or any portion of the balance of the school day, or up to the following two days in accordance with RCW 28A.600.020. This student has created a disruption of the educational process in violation of the building disciplinary standards. I have attempted one or more alternative forms of corrective action.

In no event without my consent, may an excluded student return to my class during the class or activity period for up to the following two days until we have conferred. I understand that lessons will be provided for the student during this time.

Article 10.21Avii. of our contract states the term “confer” as it applies to classroom exclusions shall mean that the teacher and the administrator discuss the student’s behavior and develop a plan for returning the student to the classroom. The administrator shall make the final decision regarding the plan for returning the student to the classroom and whether the student shall be subject to discipline under district policy and procedure. The teacher(s) from whose classes the student was excluded will be notified and invited to participate in a reentry meeting with the student and their parent/guardian (if applicable) prior to the student returning to the classroom/school. In addition, every reasonable effort shall be made to facilitate a restorative conversation with the teacher and student, preferably before the student returns to the classroom.

Thank you,

Teacher’s name and Date