



Date: \_\_\_\_\_ Special Education Student:  YES  NO  
Section 504 Eligible Student:  YES  NO

Dear parent/guardian:

Your student, \_\_\_\_\_ student #: \_\_\_\_\_ grade: \_\_\_\_\_ has been suspended from school for \_\_\_\_\_ days for the following reason(s):

Such misconduct violates: \_\_\_\_\_

Prior to imposing this short-term suspension, the following other forms of discipline were attempted:

We have determined that, despite the other attempts at discipline, a short-term suspension is necessary because: \_\_\_\_\_

You were notified of this potential discipline on \_\_\_\_\_.

In addition, your student was provided an initial hearing to hear their perspective on the alleged violation. Your student was provided the opportunity to contact you regarding an initial hearing about this matter. Your student chose  to /  not to provide you with notice of that hearing. Student's initials: \_\_\_\_\_

The short-term suspension will begin on \_\_\_\_\_ and will include the following dates:

The student will return to the regular classroom on \_\_\_\_\_. During the duration of the short-term suspension, your student will receive educational services as follows: \_\_\_\_\_

Please be advised that during the suspension, your student should not be on any district property or at any district sponsored activity, or your student will be considered a trespasser. The school will contact the police and seek assistance in filing criminal trespass charges under [RCW 9A.52.070-080](#).

You have the right to an informal conference with the principal or designee regarding this short-term suspension. If you wish to schedule such a conference, please contact \_\_\_\_\_ at 425-385-####.

**You also have the right to appeal this decision by following the appeal process instructions provided in this notice.**

School administrator: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Parent/guardian: \_\_\_\_\_ Date contacted: \_\_\_\_\_

Student signature: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Copies:** Original to parent/guardian;  
Copy kept at the school; and  
Copy sent electronically to deputy superintendent's office

Adopted: July 2019

**Definition:** “Short-term suspension” means a suspension in which a student is excluded from school for up to ten (10) consecutive school days, subject to the requirements in [WAC 392-400-430](#) through [WAC 392-400-475](#).

#### Optional Informal Conference with the Principal

If a student or the parents/guardians disagree with the school’s decision to administer a short-term suspension, the student or parents/guardians may request an informal conference with the principal or designee to resolve the disagreement. The parent/guardian or student may request an informal conference orally or in writing.

The principal or designee must hold the conference within three (3) school business days after receiving the request, unless otherwise agreed to by the student and parents/guardians.

During the informal conference, the student and parents/guardians will have the opportunity to share the student’s perspective and explanation regarding the events that led to the behavioral violation. The student and parent/guardian will also have the opportunity to confer with the principal or designee and school personnel involved in the incident that led to the suspension. Further, the student and parent/guardian will have the opportunity to discuss other forms of discipline that the district could administer.

An informal conference will not limit the right of the student or parents/guardians to appeal the short-term suspension.

#### Appeal Process

The student or the parents/guardians may appeal a short-term suspension to the superintendent or designee orally or in writing. The request to appeal must be within five (5) school business days from when you were provided with written notice of the short-term suspension.

The superintendent or designee will provide the student and parents/guardians the opportunity to share the student’s perspective and explanation regarding the behavioral violation orally or in writing.

The superintendent or designee must deliver a written appeal decision to the student and parents/guardians in person, by mail, or by email within two (2) school business days after receiving the appeal. The written decision will include:

- The decision to affirm, reverse, or modify the suspension;
- The duration and conditions of the suspension, including the beginning and ending dates;
- The educational services the district will offer to the student during the suspension; and
- Notice of the student and parents’/guardians’ right to request review and reconsideration of the appeal decision, including where and to whom to make such a request.

#### Review and Reconsideration

The student or parents may request that the discipline appeal council review and reconsider the district’s appeal decision. The student or parents may request the review orally or in writing.

The discipline appeal council must provide a written decision to the student and parents in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration.

The short-term suspension shall continue notwithstanding the implementation of the appeal process unless the principal or designee elects to postpone such action.

Adopted: July 2019