



NOTICE OF LONG-TERM
SUSPENSION

3300P

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Incident # _____

Incident date: _____

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: _____

We have determined that, despite the consideration of or other attempts at discipline, a long-term
suspension is necessary because: _____

We have also determined that if the student returned to school before completing a long-term suspension,
the student would pose:

- ☐ An imminent danger to students or school personnel
☐ An imminent threat of material and substantial disruption to the educational process

The long-term suspension will begin on: _____. The student will return to school on: _____.

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.

The principal or designee ☐ attempted to contact / ☐ contacted you on _____ to provide you
with an opportunity to participate in the initial hearing. You:

- ☐ Participated in the hearing: ☐ in person ☐ by telephone
☐ Chose not to participate in the hearing
☐ Were not able to be contacted

During the duration of the long-term suspension, your student will receive educational services as
follows: _____

You have the right to an informal conference with the principal or designee regarding this long-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.**



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You and your student will have the opportunity to participate in a reengagement meeting prior to returning to school. The reengagement process is distinct from a written request for readmission. The reengagement meeting is also distinct from the appeal process, including an appeal hearing, and does not replace an appeal hearing. The district must convene a reengagement meeting for students with a long-term suspension.

Before convening a reengagement meeting, the district will communicate with the student and parents/guardians to schedule the meeting time and location. This meeting must occur within twenty (20) calendar days of the start of the student's long-term suspension, but no later than five (5) calendar days before the student's return to school; or as soon as reasonably possible, if the student or parents/guardians request a prompt reengagement meeting. At that meeting, we will discuss steps to remedy the situation that led to your student's suspension and consider shortening the length of time that your student is suspended, other forms of corrective action, and supportive interventions that may aid your student's academic success, school engagement, and progress toward graduation.

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](#).

☐ Delivered in person by: _____ Date: _____

OR

☐ Sent by mail: _____ Date: _____
(with tracking or return receipt)

OR

☐ Sent by email: _____ Date: _____

Adopted: July 2019
Revised: December 2022
Updated: July 2024
Revised: December 2024

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

Definition: “Long-term suspension” means a suspension in which a student is excluded from school for more than 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 long-term suspension, the student or parents/guardians may request an informal conference, orally or in writing, with the principal or designee to resolve the disagreement.

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 long-term suspension.

Appeal Process

A student or parents/guardians may appeal a long-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 the district provided the student and parent/guardian with written notice.

When an appeal for long-term suspension is pending, the district may continue to administer the long-term suspension during the appeal process, subject to the following:

- The suspension is for no more than ten (10) consecutive school days from the initial hearing or until the appeal is decided, whichever is earlier;
- The district will apply any days of suspension occurring before the appeal is decided to the term of the student’s suspension and may not extend the term of the student’s suspension; and
- If the student returns to school before the appeal is decided, the district will provide the student an opportunity to make up assignments and tests missed during the suspension upon the student’s return.

The superintendent or designee must deliver a written notice of appeal hearing to the student and parents/guardians in person, by mail, or by email within one (1) school business day after receiving the appeal, unless the parties agree to a different timeline. Written notice will include:

- The time, date and location of the appeal hearing;
- The name(s) of the official(s) presiding over the appeal;
- The right of the student and parents/guardians to inspect the student’s education records;
- The right of the student and parents/guardians to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing;
- The rights of the student and parents/guardians to be represented by legal counsel; question witnesses; share the student’s perspective and explanation; and introduce relevant documentary, physical or testimonial evidence; and
- Whether the district will offer a reengagement meeting before the appeal hearing.

Hearing

The district will hold an appeal hearing within three (3) school business days after the superintendent or designee received the appeal request, unless the student and parents/guardians agree to another time. A hearing officer will be designated to hear and decide long-term suspension appeals. The hearing officer will provide a written decision to the student and parents/guardians in person, by mail, or by email within three (3) school business days after the appeal hearing.

Reconsideration of Appeal

The student or parents/guardians may request the discipline appeal council review and reconsider the district's appeal decision for long-term suspensions. This request may be either oral or in writing. The request must be within ten (10) school business days from when the district provided the student and parents/guardians with the written appeal decision. The discipline appeal council will provide a written decision to the students and parents/guardians in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration.

Reengagement

Before the appeal hearing, the student, parents/guardians, and district may agree to hold a reengagement meeting and develop a reengagement plan. The student, parents/guardians, and district may mutually agree to postpone the appeal hearing while participating in the reengagement process.

Readmission

The readmission process is different from and does not replace the appeal process. Students who have been suspended or expelled may make a written request for readmission to the district at any time. If a student desires to be readmitted to the district, the student will submit a written application to the superintendent's designee, who will recommend admission or non-admission to the superintendent. The application will include:

- The reasons the student wants to return and why the request should be considered;
- Any evidence that supports the request; and
- A supporting statement from the parent/guardian or others who may have assisted the student.

The superintendent will, in writing, advise the student and parent/guardian of the decision within seven (7) school days of the receipt of such application.