

## STUDENTS

### Short-Term Suspension

#### Grievance Process

1. If the student or parents disagree with the District's decision to suspend or expel the student, the student or parents may request an informal conference with the principal or designee to resolve the disagreement. The request for an informal conference may be made 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. During the informal conference, the principal or designee must provide the student and parents the opportunity to:
  - (a) Share the student's perspective and explanation regarding the behavioral violation;
  - (b) Confer with the principal or designee and school personnel involved in the incident that led to the suspension or expulsion; and
  - (c) Discuss other forms of discipline that may be administered.

The District must ensure the conference is held in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964. An informal conference must not limit a student or parents' right to appeal the suspension or expulsion, participate in a reengagement meeting, or petition for readmission.

2. A student or the parents may appeal a suspension or expulsion to the District Superintendent or designee orally or in writing. Appeal time limits must be no less than five (5) school business days from the date the District provides the written notice.
  - (a) The superintendent or designee must provide the student and parents the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing.
  - (b) The superintendent or designee must deliver a written appeal decision to the student and parents in person, by mail, or by email within two school business days after receiving the appeal. The written decision must include:
    - (i) The decision to affirm, reverse, or modify the suspension;
    - (ii) The duration and conditions of the suspension, including the dates on which the suspension will begin and end;
    - (iii) The educational services the District will offer to the student during the suspension; and
    - (iv) Notice of the student's and parents' right to request review and reconsideration of the appeal decision, including where and to whom to make the request.

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3. If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days' prior notice, will have the right to present a written or oral grievance to the Board at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. Such a meeting is not subject to the Open Public Meetings Act and does not need to be noticed or open to the public.
4. The Board will notify the parent/guardian and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The short-term suspension will continue notwithstanding the implementation of the grievance procedure, unless the principal, superintendent, or Board elects to postpone such action.

Legal Reference:	<a href="#">WAC 392-400-255</a>	Short-term Suspension – Grievance Procedure
	<a href="#">392-400-455</a>	Suspensions and Expulsions – Notice to Students and Parents
	<a href="#">392-400-465</a>	Suspensions and Expulsions – Appeal
	<a href="#">392-400-470</a>	Suspensions and Expulsions – Review and Reconsideration
	<a href="#">392-400-610</a>	Educational Services during Suspension, Expulsion, or Emergency Expulsion
	<a href="#">392-400-710</a>	Student Reengagement after Long-Term Suspension or Expulsion

Adopted: September 8, 1993  
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