

STUDENTS

Short-Term Suspension

In the event the discipline of a student includes the denial of the right of school attendance from any single class or full schedule of classes for more than one (1) and up to ten (10) consecutive school days, a conference shall first be conducted with the student as follows:

1. An oral or written notice of the charges shall be provided to the student.
2. An oral or written explanation of the evidence in support of the charges shall be provided to the student.
3. An oral or written explanation of the suspension which may be imposed shall be provided to the student.
4. The student shall be provided the opportunity to present his/her explanation.
5. A copy of the letter of suspension will be permanently placed in the student's cumulative file.

The nature and circumstances of the student conduct violation must reasonably warrant a short-term suspension. As a general rule, no student will be suspended for a short-term unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

Before administering any suspension or expulsion, a school must attempt to notify the student's parent/guardian, as soon as reasonably possible, regarding the behavioral violation.

No later than one school business day following the initial hearing with the student in WAC 392-400-450, a school must provide written notice of the suspension or expulsion to the student and parent/guardian in person, by mail, or by email.

No student in grades kindergarten through fourth grade will be suspended for more than a total of ten (10) school days during any single semester or trimester, and no loss of academic grades or credit will be imposed by reason of the suspension.

No student in fifth grade and above will be suspended for more than a total of fifteen (15) school days during any single semester or ten (10) school days during any single trimester.

The school will not suspend the provision of educational services during a period of short-term suspension and will provide the student the opportunity to receive such services. Educational services may be provided in an alternative setting, provided that such setting is comparable, equitable, and appropriate to the regular educational services a student would have received in the absence of a short-term suspension. Examples of alternative settings may include, but not be

Policy No 3322
Short-Term Suspension – continued

limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

The principal will notify special education staff of any short-term suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that short-term suspensions may cumulatively or consecutively exceed ten school (10) days, the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

Any student or parent/guardian who is aggrieved by the imposition of a short-term suspension may request an informal conference with the principal.

In making a recommendation for discipline, the principal shall evaluate and consider the circumstances of the situation and any other relevant information, and shall exercise discretion in determining the appropriate outcome, including amending any record of discipline if appropriate.

Legal Reference: WAC [392-400-245](#) Short-Term Suspension--Conditions and Limitations
 [392-400-250](#) Short-Term Suspension--Prior Conference Required-Notice to Parent
 [392-400-255](#) Short-Term Suspension—Grievance Procedure
 [392-400-450](#) Suspensions and Expulsions – Initial Hearing with Student
 [392-400-465](#) Suspensions and Expulsions - Appeal
 [392-400-710](#) Student Reengagement after Long-Term Suspension or Expulsion

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