Action: **Short-Term Suspension** (Up to 10 consecutive school days)

Directions: 1. Before administering suspension, hold initial hearing with student per Procedure 3241P and attempt to notify the student’s parents as soon as reasonably possible regarding the behavioral violation.

2. No later than one (1) school business day following the initial hearing with student, provide written notice of the suspension (below) to the student and parents in person, by mail, and/or by email. The notice must be provided in a language the student and parents understand.

3. Report suspension to superintendent or designee within 24 hours.

**[Date]**

**[Parent First & Last]**

**[Address line]**

**[Address line]**

Re: **[Student First & Last]**

Dear **[Student]** and **[Parent]**:

This letter is to notify you that your student is being placed on a short-term suspension for **[number of school days- not to exceed 10 consecutive school days]** from attendance at **[School Name]**. The suspension was imposed for [**describe student’s behavior].** This conduct violates the District’srule prohibiting **[identify District policies violated and explain how behavior violated policies].**

**[Explain the other forms of discipline that the District attempted, and explain the District’s decision to administer the suspension]**.

The suspension takes effect immediately and ends on **[date- not to exceed 10 consecutive school days]**.

Under the terms of this short-term suspension, your student is not permitted on any District campus or transportation and is not allowed to participate in or attend any school activities on or off campus, except for with prior written permission from school officials. Failure to comply with the terms of this short-term suspension may result in further discipline and/or referral to law enforcement for trespassing.

The District will provide your student with an opportunity to receive educational services during the period of suspension. You will receive separate information about that opportunity.

Your right to contest the District’s decision is discussed in detail in Procedure 3241P. You and your student have the right to request an informal conference with the principal or designee under WAC 392-400-460. To request an informal conference with the principal or designee, please contact **[insert contact information]**.

You and your student also have the right to appeal the suspension under WAC 392-400-465. If you wish to appeal, you may share the student’s perspective and explanation regarding the behavioral violation orally in writing with the Superintendent or designee, and such an explanation must be provided to the Superintendent or designee at **[insert contact information]** on or before **[date five school business days after District sends the notice (e.g., if District sends notice on Thursday, appeal deadline is the next Thursday)]**. The Superintendent’s office hours are **[insert hours]** Monday through Friday on school business days.

Pursuant to District policy, any student may apply for readmission before the conclusion of any suspension or expulsion. Please call the school if you have any questions regarding the readmission process or any other aspect of this discipline.

Sincerely,

**[Building Principal or designee]**

cc: Superintendent