

Short-Term Suspension and Procedural Due Process

"Short-term suspension" shall mean a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days. A short-term suspension may be imposed upon a student for violation of rules of conduct, subject to the following limitations or conditions:

1. The nature and circumstances of the violation must reasonably warrant a short-term suspension and the length of the suspension imposed.
2. Unless the behavior is an Exceptional Misconduct, as defined in P3100-6, no student shall be suspended for a short term unless another form of corrective action or punishment reasonably calculated to modify his/her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature.
3. No student in grades K-4 shall be subject to short-term suspensions for more than a combined total of ten (10) school days during any single semester, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.
4. No student in grades 5 and above shall be subject to short-term suspension for more than a combined total of fifteen (15) school days during any single semester.
5. Any student subject to a short-term suspension shall be provided the opportunity upon his/her return to make up assignments and tests missed by reason of the short-term suspension if: (a) such assignments or tests have a substantial effect upon the student's semester grade, or (b) failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.
6. Any student who has been suspended shall be allowed to make application for readmission at any time.
7. Prior to the short-term suspension, a conference shall be first conducted with the student by the principal/designee as follows:
 - a. An oral or written notice of the alleged misconduct and rule violated shall be provided to the student;

- b. An oral or written explanation of the evidence in support of the charges shall be provided to the student;
 - c. An oral or written explanation of the number of days of suspension which may be imposed shall be provided to the student;
 - d. The student shall be provided the opportunity to present his/her explanation.
8. In the event a short-term suspension is to exceed one calendar day, the parent/guardian of the student shall be notified of the reason for the suspension, and the duration of the suspension orally and/or by letter in the US mail as soon as reasonably possible. The notice shall also inform the parent or guardian of the right to an informal conference pursuant to WAC 392-400-255 and that the suspension may possibly be reduced as a result of such conference.
 9. Within 24 hours, report the short-term suspension in writing to the Superintendent, the District Hearing Officer, the Director of Transportation, and notify the special education director if the student is in special education.

Grievance Process for Short-Term Suspension

1. Any student, parent or guardian who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal or his designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference the student and parent/guardian shall be subject to questioning by the principal or his designee and shall be entitled to question staff involved in the matter being grieved.
2. After exhausting the building level grievance meeting, the student, parent or guardian, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the District Hearing Officer.
3. If the grievance is not resolved with the District Hearing Officer, the parent/guardian and student, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the Board of Directors at its next regular meeting. A closed meeting may be held for the purpose of considering the grievance. The board shall notify the student, parent or guardian of its response to the grievance within ten (10) school business days after the date the grievance was presented.

4. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal or his designee elects to postpone such action.

Readmission Application Process

Any student who has been suspended shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he has been suspended, the student shall submit a written application to the principal, who shall recommend admission or non-admission. The application shall include:

1. Reasons the student wants to return and why the request should be considered;
2. Evidence which supports the request; and
3. A supporting statement from the parent or others who may have assisted the student.

The principal shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.

Policy References: P3100-1 Student Rights
P3100-2 Student Responsibilities and Rules of Student Conduct
P2040-1 Special Education and Related Services

Legal References: WAC 392-400-205 Definitions
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 suspension grievances
392-172-370 thru 385 Special Education Disciplinary Exclusion

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