

LONG-TERM SUSPENSION

Date: _____
Special Education Student: _____yes_____no

Parent/Guardian Name
Address
City, State Zip Code

Dear Parent/Guardian:

Your child, _____, Student No. _____ M/F Grade _____
has been suspended from our school for _____ days for the following reason(s): _____

Such misconduct violates: _____

The in-school suspension will begin on _____ and will include the
following dates: _____. The student will return to school on

_____.

A re-entry conference with a parent/guardian _____ will _____ will not be necessary. Please be advised that during the suspension, your student should not be on any school district property or at any school district sponsored activity, or he/she 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.

APPEAL PROCEDURES ARE ON THE BACK SIDE OF THIS NOTICE

School Administrator: _____

School: _____

Address: _____

Phone Number: _____

Parents: _____ Contacted: _____

Student Signature: _____ Phone Number: _____

Long-Term Suspension, Hearing and Appeal Procedures

Definition: A long-term suspension is a suspension of eleven (11) or more consecutive school days. A long-term suspension may carry with it a loss of credit for the semester.

You have the right to a hearing to contest the suspension. If you wish to request a hearing to appeal the suspension, the principal must receive your written request within three (3) school business days from the date you receive this notice. If you request a hearing, it shall commence within three (3) school business days after you request it.

At such a hearing, you may (1) be represented by legal counsel, (2) present your explanation of the alleged misconduct, (3) make such relevant showings by way of witnesses and the introduction of such documentary and physical evidence as you desire, and (4) question any witnesses presented by the district. All documents and other physical evidence which the district intends to introduce at the hearing will be available in the principal's office in advance of the hearing for you to inspect. The designee of the district assigned to present its case shall also have the right to inspect, in advance of the hearing, any documentary or physical evidence which you intend to introduce at the hearing.

If a written request for a hearing is not received within three (3) school business days from the time you receive this notice, you shall be deemed to have waived your right to a hearing and the penalty will be imposed without further opportunity for you to contest the matter.

HEARING FLOW CHART

Vice Principal:

- Conducts informal conference(s) as appropriate and necessary with employee, parent/guardian, and student to determine corrective action.
- Recommends to principal that the student should be long-term suspended, expelled or emergency expelled (in case of emergency expulsion, the vice principal may expel immediately).



Principal

- If principal long-term suspends, expels or emergency expels a student, then the school delivers written notice of an opportunity for hearing in person or by certified mail (in case of emergency expulsion, this must be done within 24 hours).



Parent/Guardian

- The parent/guardian requests hearing in three (3) school business days in writing after receiving notice (in case of emergency expulsion, parents/guardians have ten (10) school business days). If parents/guardians do not request a hearing within required timelines, corrective action is imposed.



Assistant Superintendent for Educational Services:

- Assistant superintendent conducts hearing within three (3) school business days after receiving the request for a hearing.
- Assistant superintendent shall provide parent with a decision in writing (in case of emergency expulsion, the decision shall be made and parents sent a certified letter within one (1) school business day).

Long-Term Suspension, Hearing and Appeal Procedures

APPEALS FLOW CHART

Assistant Superintendent

- Since the hearing was conducted by the assistant superintendent, the parent/guardian has the right to appeal the hearing decision to the school board of directors by providing written notice three (3) school business days after the date of the receipt of the assistant superintendent's decision.



Parent/Guardian

- If the written appeal isn't in the district office within the required three (3) school business days, the long-term suspension may be imposed.



School Board

- If the parents appeal to the board of directors, the student may be out of school for up to ten (10) consecutive school days or until the appeal is decided, whichever is the lesser time period.



Parent/Guardian

- Parents may appeal the board of directors decision to the courts.