

NOTICE OF DISCIPLINARY ACTION  
OR SHORT-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 short-term 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.

**GRIEVANCE PROCEDURES ARE ON THE BACK SIDE OF THIS NOTICE**

School Administrator: \_\_\_\_\_  
School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Parents: \_\_\_\_\_ Contacted: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Short-Term Suspension—Grievance Procedures**

The suspension shall continue notwithstanding use of the grievance procedures unless the principal or designee elects to postpone such action.

**Definition:** A short-term suspension is a suspension from school for ten (10) or fewer consecutive school days.

If you wish to contest the imposition of a short-term suspension you shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. At such conference, the student and parent/ guardian shall be subject to questioning by the building principal/ designee and shall be entitled to question school personnel involved in the matter being grieved. Such conference may result in the reduction of the suspension.

After the informal conference, you have the right, upon two (2) school business days to present a written and/or oral grievance to the superintendent or designee. If the grievance is not resolved, you have the right, upon two (2) school business days prior notice, to present a written and/or oral grievance to the board of directors during the board’s next regular meeting.

