

Students

Series 500

Policy Title : Student Suspension

Code No. 503.1-R2

Administrative Action

A. Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

B. In-School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules, which are serious but which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten (10) school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten (10) school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause

interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:

- a. Oral or written notice of the allegations against the student, and
- b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

DUE PROCESS

Before a principal or designee may impose any of the five (5) kinds of suspensions previously mentioned, the following minimum steps of due process must be afforded to the student.

- A. The principal or designee shall conduct an informal investigation of the charges against the student.
- B. The principal or designee shall give the student oral or written notice of the allegations and of the time and place of a hearing concerning those allegations.
- C. The principal or designee shall conduct the hearing where the student shall be advised of the basis for the charges and afforded the opportunity to respond to the charges.

- D. The investigation, notice to the student and informal hearing, must precede removal of the student from school. Nothing, however, shall prevent the immediate suspension of a student when the student's continued presence on school property would endanger the student's safety or well-being, the safety or well-being of other members of the school, or would substantially interfere with the proper functioning of the school. In the event of an immediate suspension, a hearing will be held within three (3) school days at such time and place as designated by the principal with written or oral notice to the student and/or parent or guardian.
- E. The principal or designee will document the basis and procedures used for each and every suspension.
- F. Notice of an out-of-school suspension will be mailed to the student's parents or legal guardians, superintendent, and to the President of the Board of Education no later than the end of the day following the suspension. There shall be documentation showing that a reasonable effort has been made by the Administration in the attempt to contact the home. The written notice to the student's parents or guardians should include the circumstances involving the student which led to the suspension, and identification of the Board of Education Policy and/or rules pertaining to the suspension.
- G. No more than one administrative suspension may be imposed upon a student for the same set of facts.
- H. Expulsion: Board of Education Action (See Board Policy 503.2)
1. Board of Education expulsions are extreme measures of discipline to be employed only when all available school resources are unable to cope constructively with

student misconduct. The removal of a student from the educational environment for any length of time is viewed as a severe consequence to be used sparingly.

2. Upon the recommendation of the superintendent or designee, and after giving at least three (3) days' written notice to the student of time and place of the Board of Education meeting and hearing upon the question of expulsion, the student may be expelled from school by the Board of Education after such hearing for serious or repeated violations of discipline.

I. Condition of Readmission: The Board of Education may consider, and by a majority vote, grant readmission to a student expelled by Board of Education action at any time and upon any condition it may determine.

Adopted: January 16, 2018

Reviewed:

Amended: