



Out-Of-School Suspension

Exclusion of students from instruction has significant consequences and therefore should be avoided as much as practicable. Only an administrator, or designee who holds an administrative license, may suspend students. Should a designee not hold an administrative license, he or she must contact an administrator in the district prior to applying an out-of-school suspension.

Suspension Grades 7 - 12

The Board authorizes suspension of students in Grade 7 - 12 for the following reasons:

1. Willful violation of Board policies, administrative regulations, or school rules;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the student, other students, or staff members; and
4. Willful conduct which damages or injures district property.

Repetitive minor infractions that do not rise to the level of material disruption or endangerment of students or staff do not warrant out-of-school suspension.

Suspension Grades K-6

Suspensions in district elementary schools are only authorized for:

1. Nonaccidental conduct causing serious physical harm to a student or staff member;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension is required by law.

Application of Out-of-School Suspension

Should an administrator determine that a student infraction warrants a suspension, the administrator should apply the minimum number of days deemed appropriate. Factors to consider include student need, severity of infraction, previous patterns of behavior, and support needs. Suspension cannot exceed 10 days, and in most cases should be significantly less.

The suspending official shall notify the student's parent or guardian of the suspension, the conditions for reinstatement, and appeal procedures where applicable.

All suspensions require a re-entry conference. The re-entry conference must include, at a minimum:

1. Welcome of the student's return to school;
2. Restatement of the reason for the suspension; and
3. Teaching of an alternate behavior to avoid future suspension.

Should a student receive a second suspension for the same infraction, or the same identified behavior skill deficit, a plan must be developed and put in place to monitor and support the student's behavior. Instruction on this plan will be part of the student's re-entry conference or provided as soon as practicable. It is critical that every effort is made to reduce the chances of further suspension.

Students shall be allowed to make-up any work missed during suspension, without academic penalty.

Appeal

Parents or guardians may appeal a suspension. Should a parent or guardian wish to appeal an out-of-school suspension, they must submit a written statement of appeal to the principal within 24 hours of notice of suspension. The suspension will not be applied until the appeal process has been completed, except in the case of emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not take place immediately.

The appeal steps and timelines are:

1. Submit written appeal to principal within 24 hours;

Principal is to notify parent/guardian of the outcome of the appeal within 48 hours.

2. If not satisfied with the decision in step 1, the parent/guardian may submit an appeal, in writing, to the superintendent within five business days;

Superintendent/designee will notify parent/guardian of outcome of the appeal within five business days.

3. If not satisfied with the superintendent's decision in Step 2, the parent/guardian may submit an appeal, in writing, to the Board. This should be submitted to the Board secretary.

- a. The Board will review the appeal at the next regular business meeting.

- (1) The Board's review of the appeal will be conducted in executive session unless the parent/guardian requests a public hearing.
- (2) The Board will vote in executive session whether to affirm, modify or reverse the suspension.
- (3) The Board's designee will notify the parent/guardian of the Board's decision within 48 hours.