

Suspension Procedures

The student should have notice of charge(s) in such terms as will permit him/her to change his/her course of conduct, or afford him/her an opportunity to defend his/her right to engage in the conduct, or show that he/she is innocent of the misconduct. The procedure is as follows:

1. The student is informed of the charge, including the specific acts that support the charge, and that he/she is suspended. On out-of-school suspensions, the student may be sent home for no longer than ten school days.
2. The parents are notified of the suspension and the reasons for the action. When parents cannot be contacted, the student shall remain at school during the normal school day or until the parents are contacted unless the administrator deems that student's presence in school would be disruptive to the educational process.
3. A written record of the disciplinary action will be kept on file with the appropriate administrator. This record, which will include time, date, charge and specific acts that support the charge, will be available for examination upon request. Parents have the right to request and be given a conference with the building principal and will be so notified.
4. Students who are suspended for the first time during an academic year may request to make up class work, examinations, reports, research papers and assignments. The request will be made to a school administrator who will appoint a committee composed of the principal, assistant principal and a counselor. The committee is responsible for approving or denying a student's request to make up missed class work. Student requests to make up work must be made in writing to the school administrator. All make-up work, when approved, will be arranged with the classroom teacher and in no case will the time period allowed for make-up work exceed five school days after returning to school.

Students who are suspended may not attend after-school activities and athletic events, be present on district property without a parent, or participate in activities directed or sponsored by the district.