

## Suspension

1. When suspension is being considered, the student shall be informed that suspension is being considered and the charges explained. The student shall be given the opportunity to respond to the charges.
2. If, following the student's response to the charges, a suspension is to be ordered, the student shall be informed of the suspension, the reason(s) for the suspension, the beginning time and the length of the suspension.
3. In the case of primary students (grades K-3), the right of responding to charges shall be extended to the parents. No primary grade student will be suspended without direct involvement of the parents unless parents waive the right to respond in person to the charges.

In the event that parents of primary students refuse to participate in responding to the charges, the student may be suspended after a letter has been received by the parents. Where notice is given by certified mail, the notice shall be placed in the mail at least five calendar days before the suspension occurs.

4. In all cases, parents are to be notified by telephone of the suspension, the reason(s) for the action, the length of suspension and the beginning time of the suspension. At this time a reinstatement conference with the parents should be scheduled.
5. If parents cannot be contacted by telephone, a certified letter shall be mailed to the parents stating the specific reason(s) for the suspension as well as the beginning time and the length of the suspension. The letter shall also request that the parents contact the school for a reinstatement conference with school officials.

The letter will set forth the loss of privileges caused by the suspension (school attendance, attending district activities or being on district premises).

6. A letter sent home with a student does not constitute notification under these procedures.
7. The student's education records will be reviewed during the reinstatement conference in an effort to determine guidelines that will help the student experience a successful return to school.
8. In all suspensions ordered by the superintendent or designee, the Board shall have the right of final review if the suspension action is not taken by the Board itself. Appeals will proceed in this order: principal, superintendent, Board.