

Suspension Procedures

Should a student be considered for suspension from school under policy JGD, the following procedures will be followed:

1. In a case involving an emergency situation relating to health and safety where there is a serious risk that substantial harm will occur, procedures may be postponed and the student immediately suspended from school.
2. If the student has an Individual Education Plan (IEP), School Board Policies JGDA and JGDA-AR, should be followed.
3. In all other instances, if a student is being considered for suspension, the student will be given notice of the charge or charges, including information supporting the charge, before the student is suspended. The student will be given an opportunity to present his/her side of the story.
4. The suspension conference may be informal. The student shall have no right to secure counsel or to confront and cross-examine witnesses. If the administrator consents, the student may call witnesses to verify his/her version of the incident.
5. After reviewing the facts, hearing the student's version of the incident, and considering the student's age and behavior record, the administrator or designee will determine if the student is to be suspended.
6. If the student is suspended, the parents or guardians will be notified, when possible, by telephone or in person. A written notice of suspension will be mailed or hand delivered to the parents or guardians.
7. The superintendent or designee shall receive a copy of the written suspension notice, and a copy shall be kept in the student's file in compliance with state and federal records laws. This notice shall state:
 - a. The specific reason for the suspension;
 - b. The circumstances surrounding the case;
 - c. The length of the suspension – not to exceed 10 days;
 - d. The conditions of reinstatement;
 - e. The methods and conditions under which the student may make up work;
 - f. That the student may not participate in any extra-curricular activities or be on or around school grounds without administrative approval.