

## Suspension Procedures

Before a student is to be suspended, the administrator in charge shall give oral or written notice to the student of the following:

1. The specific rules or regulations alleged to have been violated.
2. The conduct constituting the alleged violation, including the nature of the evidence of the violation.
3. The period of suspension to be imposed. At the option of the administrator, a suspension may be served out of school or in school.
4. Conditions of reinstatement.
5. The procedure for arranging a conference if desired by the student, parents or the school.

The student will be given an opportunity to present his/her version of the alleged misconduct to the administrator in charge before a suspension decision is made.

Parents shall be notified as soon as possible, by telephone if possible, that the student has been suspended and the reasons for the suspension and the procedures to be followed for reinstatement.

Following initial, verbal contact, a letter shall be mailed to the parents, stating the time, date and specific reasons for the suspension and the procedures to be followed for reinstatement.

An informal conference may be arranged at a mutually satisfactory time to review the students achievements and difficulties and to determine additional steps to be taken by the school, the student and the parent.

The procedures listed above may be postponed in emergency situations, when the student's presence endangers persons or property or threatens the academic process. The suspended student will be afforded the rights outlined above as soon as practicable.

A suspended student may appeal the decision of the student manager or assistant principal to the building principal; from the principal to the Superintendent; and from the Superintendent to the Board. Suspension will commence as soon as practical. A request for appeal does not delay the implementation of a suspension. The appeal of a suspension to the principal, Superintendent or Board is a review of the records and an opportunity to question the principal or designee; it is not an opportunity to rehear witnesses and the presentation of evidence.

Any student committing a violation that results in a suspension so close to the end of the school year that it cannot be served before the end of that school year, may be asked to serve the suspension at school during the summer months or suspended the corresponding number of days at the start of the following school year.