

Suspension**

The following procedures will govern student suspensions:

Procedure

1. The student shall be given oral or written notice of the charges against him/her and, if he/she denies them, an explanation of the evidence the authorities have and an opportunity to present his/her version. Generally, this notice and hearing will precede the student's suspension, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, this notice and hearing shall follow as soon as practicable;
2. Notification of the suspension and the reason therefor shall be given by telephone as soon as practicable to the parents. Upon suspension, the student will be sent home unless it is deemed by the administrator advisable to hold the student until the end of the school day;
3. The suspending official will promptly notify the student and parents by mail of the suspension, the duration thereof, the conditions for reinstatement and right to a conference with the principal;
4. Should a parent desire a conference, a request for such shall be made to the principal of the school.

The Parent Conference

1. If a parent conference is requested, it shall be granted and shall be conducted by the principal, or a designated assistant principal, who shall act as the designated representative of the superintendent;
2. The person conducting the conference shall receive evidence submitted by school personnel or investigators, and by the student or parents and may review the relevant past history and records of the student;
3. During the conference, the student's achievements and difficulties will be discussed. Efforts will be made to determine additional steps that could be taken by the school, the student and the parents to assist the student;
4. The decision of the principal or his/her designated representative shall be communicated to the student and parents at the time of the conference or as soon thereafter as practicable;
5. The parents or student may ask the superintendent to review the suspension. Such a request would not postpone the suspension.