

## **Suspension Procedures \*\***

Suspension temporarily takes away the privilege of attending school or school activities from a student until a formal meeting with a parent to consider reinstatement, which should be scheduled within 10 calendar days. In special circumstances, a suspension may be continued until some specific pending action occurs, such as a court hearing, medical evaluation, a review by a probation officer, an expulsion hearing or incarceration by court action. Suspensions are made by the principal or his/her designee with the approval of the principal and are not to be used in lieu of an expulsion.

The student shall have notice of charges and specific acts supporting them in such terms as will permit him/her to change his/her course of conduct, afford him/her an opportunity to defend his/her right to engage in the conduct, and show that he/she is innocent of the conduct charge. He/She must be promptly advised of his/her suspension.

Whenever possible, the parents will be notified by telephone or in person of the suspension and the reasons for it. When parents cannot be contacted, the decision to send the student home, allow him/her to remain on school premises or refer him/her to the proper authorities must be made with consideration of that student's age, maturity and the nature of the misconduct that caused the suspension.

A letter and/or referral will be sent by certified mail to the parents stating the time, date and specific reasons for the suspension and outlining the procedures to be followed by the student and the parents for possible reinstatement.

The parents may request and be given a conference with the building principal or his/her designee.

1. Only the student's parents and the student are allowed at the parent conference.
2. If a parent conference is requested, it shall be granted and shall be conducted by the principal or his/her designee.
3. The person conducting the conference shall receive evidence submitted by school personnel or investigators and by the student, parents or guardian, and may review the relevant past history and records of the student.
4. During the conference the student's achievement and/or 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.
5. The decision of the principal or his/her designated representative shall be communicated to the student and parents at the end of the conference or as soon thereafter as practicable.

6. If the parents or student, if emancipated or 18 years of age or older, are dissatisfied with the outcome of the conference, they may ask the superintendent to review the written record of the suspension. Such a request would not postpone the suspension. The superintendent may call a conference following steps one through five listed above.
7. If the parents or student, if emancipated or 18 years of age or older, are dissatisfied with the outcome of the superintendent's review, they may ask the Board to review the written record of the suspension as presented by the superintendent at the next regular or special Board meeting. Such a request would not postpone the suspension.

Suspension procedures may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if the suspension does not take place immediately. When the emergency conditions pass, the school and/or Board shall provide suspended students with the procedures that were postponed.