

Out-of-School/In-School Suspension

“Out of school suspension” is defined as a temporary exclusion from school for a period not to exceed 10 school days, exclusion in cases being investigated pending expulsion, or exclusion until some specific pending action occurs, such as a physical or mental examination or incarceration by court action.

Student Right to Hear Accuser

1. Staff Complaints – Students should hear directly from the teacher or the staff member specific complaints or descriptions or unacceptable behavior when the student so desires.
2. Student Complaints – It is recognized that a school official, as a public officer, shall not be examined as to communications made to him/her in official confidence when the public interest would suffer by such disclosures. For this reason, in recognition of the special jeopardy in which the student witnesses may be placed, the complaining student may not be required to face the accused nor have his/her identity revealed. When it is determined that the student ought not to face the accused, the school official then becomes the official complainant.

Procedures

1. The student is informed of the charge, including the specific acts which support the charge, and that he/she is suspended. In out-of-school suspensions, the student may be sent home for no longer than a 10 calendar day period. Under special circumstances the suspension may be extended.
2. The parents or guardians are notified by telephone of the suspension and the reasons for the action, by the suspending official whenever possible. When parents cannot be contacted, the decision to send the student home, to allow him/her to remain on school premises, or to refer him/her to proper authorities must be made with the consideration of that student’s age, maturity and the nature of the misconduct that caused the suspension.

If the student is transported by school bus, the student is to either remain at school and go home on the bus, be taken home, or released directly to parents. Regardless whether the student is transported by bus or not, if action is contemplated to send or take any elementary student home prior to the normal dismissal time, the school official should ascertain whether a parent or someone who can supervise the child is at home.

3. A letter is mailed to the parents or guardians stating the student’s full name, age, and grade; the time and date; the charge(s) and the specific acts that support the charge(s) for the suspension, with procedures to be followed by the student and his/her parents or guardians for reinstatement. A copy of the letter is also sent to the superintendent.

4. The parent has the responsibility for contacting the school to arrange for a conference.
5. The principal and his/her designated representative shall specify the methods and conditions, if any, under which the student's work can be made up.

In-School Suspension

In-school suspension is defined as suspension of refractory students from class attendance. This is the result of a major violation and is subject to the following procedure:

1. The teacher shall state the charges to the principal. This should be as specific as possible answering the who, what, where and when and how requirements and clearly stated in terms the student and his/her parents can understand.
2. Parents shall be notified by phone, in person or by letter.
3. The student shall have the opportunity to state his/her case.