

SUSPENSION OF STUDENTS

Code **JKD-R** Issued **DRAFT/16**

Investigation of misbehavior

When it appears that a student has engaged in misbehavior that may warrant suspension, an administrator will investigate the matter. The student will be advised, verbally or in writing, of the accusations against him/her. The administrator also will advise the student of the evidence against him/her and provide him/her the opportunity to tell his/her side of the story. If the student asks the administrator to talk to other witnesses, the administrator will do so, if possible. The administration will conduct its own investigation of student discipline matters and not rely solely on the investigation of law enforcement when law enforcement is involved.

After completing the investigation, the administrator will determine if suspension is in order and the number of school days, from one to 10, which the suspension will run.

Summary suspension

If the administrator sees or is advised of any student misbehavior and concludes that the student should be removed from school immediately in order to restore order or to protect others at the school, he/she may summarily suspend the student for up to two school days. In these cases, the administrator does not have to complete the investigation of the matter prior to suspension. By the end of the next school day following the summary suspension, however, the administrator should investigate the matter as outlined above and determine what, if any, additional suspension days, not to exceed a total of 10, are appropriate. In consideration of the block schedule, high schools may not suspend more than five days for any one incident unless the presence of the student on campus poses a threat to him/herself or to safety of others. A suspension of more than five school days for any one incident may also be considered for a serious infraction leading to the expulsion of the student. A suspension of more than five days from a high school must be reported to the Executive Director of Student Services, **and complete a significant incident report must be completed.**

If the administrator determines that the student should not have been suspended, arrangements will be made for the student to make up any work he/she missed while on summary suspension. The administrator also will remove any reference to suspension from the student's record.

Sending a suspended student home during the school day

When a student is suspended, the administrator will attempt to contact the parent/**legal** guardian to request he/she pick up the student from school. ~~If a parent/guardian cannot come for the student, he school may take the student home as long as a parent/guardian is at home to take charge of the student.~~ If the administrator cannot reach the parent/**legal** guardian or an emergency contact person designated by the parent/**legal** guardian, the student must stay at school until the end of the school day.

If the student is summarily suspended, he/she may be removed from the school grounds immediately **after parent/legal guardian is contacted**, ~~Depending upon his/her age, however, it may be necessary to keep him/her at school until his/her parent/legal guardian can be reached.~~ **contacted.**

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Notification to parent/legal guardian

On the day of the suspension, the administrator will notify the parent/legal guardian in writing and document an attempt to call the parent/legal guardian with the following.

- act(s) committed by the student
- rule(s) violated
- length of the suspension
- time and place when he/she will be available to meet with the parent/legal guardian for a conference

The conference should be held not more than three school days after the date of the suspension and, if possible, before the date that the student is scheduled to return to school.

Suspension not to exceed:

Block Schedule – Not to exceed 5 days for any one offense per semester; 15 days for school year (Exception for students being recommended for expulsion)

Other variations of schedule (Non block) – Not to exceed 10 days for any one offense or 30 days in any one school year

Suspension appeals

If, after the conference with the administrator, the parent/legal guardian believes the student's suspension was unjustified, an appeal of the suspension may be taken to the principal if the decision to suspend was initially made by a school level administrator other than the principal. Such an appeal must be made within three school days of the suspension decision. If after receiving the principal's decision (which must be made within three school days), the parent/legal guardian continues to believe the student's suspension was unjustified, an appeal of the suspension may be taken to the Superintendent's designee/Executive Director of Student Services (EDSS). To request an appeal, the parent/legal guardian must write a letter to the district's EDSS within three school days of the principal's decision stating why it is believed the suspension was unfair.

The appeal will be conducted as an informal hearing. The administrator, parent/legal guardian and student may be present. The parent/legal guardian, student and administrator will be allowed to address the Superintendent's designee/EDSS.

Within five school days of the hearing, the Superintendent's designee/EDSS will render a decision as to whether the suspension was proper. The Superintendent's designee will report his/her decision in writing to the parent/legal guardian and the school. If it is determined that the suspension was not proper, all absences resulting from the suspension will be excused and the record cleared. The student will be permitted to make up all missed work. The decision of the Superintendent's designee/EDSS ends the appeals process for suspensions.

Limits on suspension

A student may not be suspended for more than a total of 30 school days in one school year, unless the student has been recommended for expulsion. An administrator may not suspend a student from school during the last 10 school days of the school year if the suspension would result in the loss of the course credit unless the school board approves, the student is an actual threat to the class or the school or a hearing is granted by the end of the next school day following the suspension.

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Missed school work

Students who have been suspended will be allowed to make up school work missed. In such cases, it will be the responsibility of the student to make up the missed work within five days of the conclusion of the suspension.

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PROPOSED