

## SUSPENSION ADMINISTRATIVE PROCEDURE

For the purposes of this policy, “parent” means parent(s), regardless of divorce or separation; a legal guardian; or individual acting as a parent or guardian, unless there is evidence of a state law or court order governing such matters as divorce, separation or custody or a legally binding instrument that specifically revokes such rights.

Suspension is one of the most serious disciplinary measures taken. A student being suspended will be informed of the reason for and the length of suspension. The student will be encouraged, when appropriate, to present an explanation on their own behalf, before a decision is reached. The suspension period will start at the time the student is informed that they are being suspended from school. The student’s parents/guardians shall be notified of any in school or out-of-school suspension as soon as practicable by email, electronically or by telephone (if possible). A copy of the notice shall also be sent to the Office of the Superintendent. A letter will be sent home with the student and a copy mailed to the parent stating the reason for the suspension and period of time the suspension is in effect. A further hearing will be granted upon request by the parent.

A student who is suspended will not be allowed to participate in any extra-curricular activities during the suspension period. If vacation falls within the suspension period, the above will apply to the vacation days as well.

The reasons for a suspension include but are not limited to following reasons: ( as written in policy JK)

1. Leaving the school building without permission;
2. Repeated detentions for the same reason;
3. Continued willful disobedience toward other persons or school rules;
4. Skipping classes or detentions;
5. Smoking/Drinking;
6. Fighting;
7. Stealing;
8. Use/possession of illegal drugs(s)/stimulant(s);
9. Disrespect toward others;
10. Constituting a safety threat to another student or staff;
11. Abuse of school property;
12. Intentional disruption;
13. Being sent to the Principal’s office for discipline three times during a ranking period;
14. Other reasons as deemed necessary by the Principal/designee.
15. Second (or more) violation of the cell phone violation.
16. Posting or uploading pictures, videos, or written comments on social media without administration’s approval at a school event or during school hours.
17. Any chronic violation of level 2 and above in policy JK.

A student may be suspended up to a maximum of 10 days for infractions of school rules.

Student suspensions may either be in-school or out-of-school, depending on the nature and severity of the infraction. This decision will be left to the discretion of the Principal/designee.

During an in-school suspension, the student is expected to work diligently to complete all assigned class work/homework assigned for that day/days. The student loses all cell phone privileges while serving an in-school suspension.

If a student is unable to complete all the work assigned for that day/days, the student will be required to stay after school everyday until the assigned work is completed. A student who does not stay to complete assigned work will face further disciplinary action.

A student accumulating a maximum of 10 days of suspension in a school year will be readmitted to school after the parents/guardians and student meet with the Superintendent of Schools. A student will be allowed to receive credit for completing work that was missed while the student was suspended from school.

Once a student accumulates 11 days of suspension, the student and the student's parents/guardians will be required to meet with the Board for an expulsion hearing. Any subsequent suspension in a school year will require an expulsion hearing.

The Principal/designee has the authority to skip any of the above stated suspensions and have the student and parent meet with the Superintendent or the Board, if the nature of the infraction warrants such action.

A suspended student will be responsible for serving previously assigned detentions upon readmission to school.

LEGAL REFERENCE: 20-A M.R.S.A. §1001  
DATE ADOPTED: July 1, 2003  
REVISED: February 12, 2009; June 16, 2025