

**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. He/she will be encouraged, when appropriate, to present an explanation on his/her own behalf, before a decision is reached. The suspension period will start at the time the student is informed that he/she is being suspended from school. Efforts will be made to contact the student’s parent by phone when the decision to suspend has been made. 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.

A student may be suspended for the following reasons:

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;
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 (four times for grades K-4);
14. Other reasons as deemed necessary by the Principal/designee.

In grades 5-8, the first suspension may either be in-school or out-of-school, depending on the nature and severity of the infraction. This decision will be the prerogative of the Principal/designee.

1. An in-school suspension will differ from an out-of-school suspension only by the fact that the student will be in school, segregated from the rest of the student population. Before

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readmission to classes after an in-school suspension, the student must receive approval for all assigned work.

2. Upon readmission to school after an out-of-school suspension, the student will stay after school every day until the work missed during the suspension period is completed. Failure to complete the missed work in timely manner (two days for every day suspended) or not staying to complete the work will result in a further suspension.

For grades 5-8, a second suspension within a school year should be out-of-school but may be an in-school suspension at the discretion of the Principal and will require the student and parent to meet with the Superintendent before readmission unless the Superintendent agrees to postpone the meeting. Students will be allowed to receive credit for work missed while suspended from school for the second time within the same school year.

For grades 5-8, a third suspension and other subsequent suspensions within a school year will require the student and parent to meet with the Board for an expulsion hearing. Students will be allowed to receive credit for work missed while suspended the third time or subsequent suspensions.

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 Board, if the nature of the infraction warrants such action.

For grades K-4, the same rules will apply with the exception that the first two suspensions will usually be in-school, the child and parent will meet with the Superintendent after the third suspension, and the child and parent will meet with the Board after the fourth suspension. (See also rule #13, page 1 of policy JKD-R)

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

DATE ADOPTED: July 1, 2003

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