

# SUSPENSION OF STUDENTS

Code **JKD-R** Issued **6/05**

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## Suspension procedures

### *Investigation of misbehavior*

When it appears that a student has engaged in misbehavior warranting suspension, an administrator will investigate the matter and interview those who have knowledge about what occurred. 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 the student with an opportunity to tell his/her side of the story. If the student asks the administrator to speak to other witnesses, the administrator will do so, if possible.

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

### *Summary suspension*

If the administrator sees or is advised of any student misbehavior and concludes the student should be removed from school immediately in order to restore order or to protect others at the school, the administrator may summarily suspend the student for up to two school days. In these cases, the administrator does not have to investigate the matter first. By the end of the next school day following the summary suspension, however, the administrator should investigate the matter, as outlined in above and determine what, if any, additional suspension days, not to exceed a total of 10, are appropriate.

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 ~~parents~~ parents/legal guardians to request that they pick up the student from school. If a parent/legal guardian cannot come for the student, the school may take the student home as long as a parent/legal guardian is at home to take charge of the student. If the administrator cannot reach the ~~parents~~ parents/legal guardians, 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. Depending upon his/her age, however, it may be necessary to keep him/her at school until his/her ~~parents~~ parents/legal guardians can be reached.

### *Notification to parents/legal guardians*

By the end of the next school day following any suspension, the administrator must notify the ~~parents~~ parents/legal guardians in writing of (1) the acts committed by the student; (2) the rule(s) violated; (3) the length of the suspension; and (4) the time and place when he/she will be available to meet with the ~~parents~~ parents/legal guardians for a conference. The conference will be set within three school days of the date of the suspension. If the parent/legal guardian is unable to meet at the scheduled time, upon request, the administrator will establish a mutually agreeable time for the conference.

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### *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 made to the superintendent. To request a suspension appeal, the ~~parents~~parents/legal guardians must write a letter to the superintendent within five days after the conference with the administrator advising the superintendent why it is believed the suspension was unfair.

The appeal hearing, which should be held within 10 school days of the request for an appeal, will be conducted as an informal hearing by the superintendent or his/her designee. The administrator, ~~parents~~parents/legal guardians and student may be present. If the superintendent or his/her designee and the ~~parents~~parents/legal guardians agree, the student may be dismissed during portions of the hearing. The ~~parents~~parents/legal guardians, student and administrator will be allowed to address the superintendent or his/her designee.

Within 10 school days of the hearing, the superintendent or his/her designee will render a decision as to whether the suspension was proper. The superintendent or his/her designee will report his/her decision in writing to the ~~parents~~parents/legal guardians and the school. If the superintendent or his/her designee decides that the suspension was not proper, all absences resulting from the suspension will be excused and the record cleared. The student will be allowed to make up all missed work. The decision of the superintendent or his/her designee 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. 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 board approves the suspension, 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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