

*Administrative Rule*

**SUSPENSION**

*Code JDD-R Issued 3/16/22*

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**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.

After completing the investigation, the administrator will determine if suspension is in order and the number of school days, from one to ten, that 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 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 Section I 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 she/he 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/guardian to request that they pick up the student from school. If the administrator cannot reach the parent/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. Depending upon his/her age, however, it may be necessary to keep him/her at school until his/her parent/guardian can be reached.

**Notification to parent/guardian**

By the end of the next school day following any suspension, the administrator will notify the parent/guardian in writing of the following.

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- acts 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/guardian for a conference

The conference is to 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 appeals**

If, after the conference with the administrator, the parent/guardian believes the student's suspension was unjustified, an appeal of the suspension may be taken.

Suspensions may be appealed as follows.

To the principal or director if the decision to suspend was initially made by a school level administrator other than the principal or director.

To the district hearing officer if the decision to suspend was initially made by the building principal or director. In those cases where the appeal was held by the principal or director, the student may, if he/she chooses, petition the hearing officer for a second appeal conference. Any such petition must be in writing and served on the hearing officer within two school days of the student's receipt of the decision of the principal or director. The petition must state the specific basis upon which the student is requesting a second appeal. Whenever the hearing officer receives such a petition, he/she will review the suspension and the appeal, and determine whether to conduct a second appeal conference. Within two days of receipt of the petition, the hearing officer will respond, in writing, noting whether or not a second appeal will be conducted. If there is a second appeal hearing, the student and his/her parent/guardian will inform the hearing officer of their position regarding what has occurred. Following the hearing, if deemed necessary, the hearing officer may collect additional information from staff members, students or others. The hearing officer will provide a written decision on the appeal within two school days following the hearing. The decision of the hearing officer ends the appeals process for suspensions.

The appeal will be conducted as an informal hearing. The administrator, parent/guardian and student may be present. If the hearing officer and the parent/guardian agree, the student may be dismissed during portions of the hearing. The parent/guardian, student and administrator will be allowed to address the hearing officer.

Within five days of the hearing, the principal/hearing officer will render a decision as to whether the suspension was proper. During the pendency of an appeal, the student will remain on suspension. If the principal/hearing officer 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.

**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 school Board approves, or if 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.

**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 a reasonable time as specified by the teacher.

Adopted 3/15/22

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