

INTRODUCTION

This manual has been developed to help administrators understand the various policies and procedures that must be followed when it becomes necessary to suspend or expel a student from the Sarasota County School District. It contains school policies related to expulsion and suspension, documentation preparation and other checklists, flow charts, sample letters, and notices to assist administrators in the suspension and expulsion process.

Every student has the right to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption.

The school principal is charged with the responsibility of maintaining order and decorum in his or her school. Student discipline is an integral part of this responsibility.

Authority for decision making at the building level rests with the principal or designee in accordance with established school district policies and procedures and interpretations thereof by the principal or other appropriate school official.

The potential impact of a suspension or expulsion on the student, his or her parents, and the school, is extensive. Administrators must follow proper procedures, with extreme care, to ensure that the process meets the specific legal requirements and is in compliance with both state statutes and district policies. In addition, the process must be completed according to a strict timeline.