

PROCEDURAL REQUIREMENTS FOR SUSPENSION OF REGULAR STUDENTS

When consideration is being given to suspend a student from school, certain procedures are required by law.

Guidelines to Follow Prior to all Suspensions

- A. The student must be given oral or written notice of the charges against him/her.
- B. If the student denies the charges, he/she must be given an explanation of the evidence against him/her.
- C. The student must be given an opportunity to present his/her side of the story.

Guidelines to Follow for Suspensions

- A. If, on the basis of this informal hearing, the principal or designee believes the student is guilty of the misconduct charged, and that suspension is the appropriate action, the principal or designee may suspend the student for ten school days or fewer. The assistant principal or principal will inform the student of the violation for which he/she is being suspended.
- B. The number of days will be specified clearly to the student.
- C. When a determination has been made that the student will be suspended, the school shall contact the parent of guardian if the student is under 18 years of age. An attempt will be made to notify the parents by telephone and request them to pick up the student from school.
- D. In cases where it is necessary to remove a student from the campus immediately, telephone contact must be made with the parents, regardless of the time involved (continuous attempts until contact is accomplished).
- E. Notice of the disposition of the informal hearing and suspension shall be made by telephone contact (or e-mail), and, within twenty-four (24) hours, by first class mail or hand delivered to the parent; guardian or if 18 years of age or over, to the student.

Guideline for Emergency/Situations/Suspensions

If, in the opinion of the principal or designee, there is justifiable reason to believe that notice and an informal hearing prior to suspension is not feasible, as in the case of an emergency situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then he/she may immediately suspend the student and conduct a subsequent informal hearing.