

## SUSPENSION

When a building administrator has reason to believe that a student may have violated a school district policy or regulation and thus be subject to suspension, the building administrator shall conduct fair and impartial hearing utilizing the procedures listed below:

1. The student will be notified orally or in writing of the alleged charges made against him/her.
2. The building administrator shall investigate the allegations. Only information obtained through the investigation can be used in the hearing.
3. When the presence of a student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, such a student may immediately be removed from school without a prior hearing. Contact will be made with the parent/guardian as soon as possible. In such cases, the procedures outlined for a hearing shall be followed as soon as possible, which would normally be the next school day, so that in the event it is determined not to suspend, the student will miss as little school as possible.
4. An informal hearing or conference shall be scheduled in which the student will be given an opportunity to explain or refute the charges. The hearing may be held at such time and place as decided by the building administrator providing that except as set forth in Item 3, it is held prior to any decision of guilt. If more than one student is involved and possibly subject to suspension resulting from the same incident, the building administrator shall hold separate hearings, keeping in mind the student privacy laws.
  - a. The building administrator shall endeavor if reasonably possible, to contact the parent, guardian or legal custodian by telephone, letter, or home-school worker, so they may be present or involved in the hearing. The parent, guardian or legal custodian shall be informed that suspension is possible.
 

If the parent, guardian or legal custodian cannot be contacted, the student shall remain in the building, except as set forth in Item 3.
  - b. The student may secure counsel, so long as the scheduled time for the hearing or conference is not postponed.
  - c. At the administrator's discretion, the student may be allowed to call a reasonable number of witnesses on their behalf in communication with student and parent.
5. At the hearing, the building administrator shall inform the student:
  - a. That consequences are being considered, including suspension for up to five (5) days. Suspension of more than 5 days will not occur prior to approval from the Executive Director of Student & At-Risk Services or designee. Extensions of this suspension period, pending expulsion hearing, must be approved by the Executive Director of Student & At-Risk Services.

- b. Of his/her right of due process and the essence of this procedure.
  - c. Of the policy, administrative regulation, rules, or procedures allegedly violated by the student.
  - d. Of the evidence that the administrator has against him/her.
6. If the student admits to the charges, the building administrator shall summarize the evidence and make a decision on the consequence(s).
  7. At the conclusion of the hearing, the building administrator shall determine whether the student is guilty of violating the school or district regulations. If such a finding is made, the building administrator shall determine the disciplinary action to be taken, including suspension if appropriate.
  8. The building administrator may also recommend the student be placed in an alternative program (e.g., EALC-Expo Alternative Learning Center). The recommendation will be shared with the parent/guardian prior to approval from Student Services.
  9. The building administrator may suspend either in-school or out-of-school.

a. In-School Suspension

In-school suspension is an attempt, on the school's part, to keep a student working academically while enforcing the regulations of the school. Failure of a student to cooperate or work in in-school suspension will result in an out-of-school suspension.

1. A room or isolated area will be designated for use by students assigned to in-school suspension.
2. Student conduct within the area will be highly structured, controlled, and supervised. The student will bring sufficient study materials to the designated room to provide school work for time assigned.
3. Students will stay in the assigned area except when excused by the person in charge.
4. Dismissal will be at the end of the regular school day or not later than one hour after regular dismissal time.
5. Students will be considered present for attendance purposes.
6. Students will not be eligible to participate in athletic practices or school sponsored activities or events.

b. Out-of-School (Home) Suspension

The building administrator shall notify the parent, guardian or legal custodian that the student has been suspended. If the parent, guardian or legal

custodian cannot be notified, but has given a name to contact, that person should only be told that the student is being sent home and for the parent, guardian or legal custodian to contact the building administrator. The reason for the suspension may only be discussed with the parent, guardian or legal custodian. If alternative programming is being considered, it should be discussed with the parent/guardian at this time. (e.g., EALC Expo Alternative Learning Center). In the event no one can be notified who is capable of assuming responsibility for the student during regular school hours, the student shall remain at school until regular dismissal time, except under the circumstances of Item 3 above.

10. In all suspensions the building administrator shall:
  - a. Complete the on-line referral through the Student Technology System.
  - b. Mail to the parent, guardian or legal custodian a notice of the suspension no later than the end of the next school day following the day of the offense.
11. During the suspension period, the building administrator shall review the reasons for the suspension with the parent, guardian, or legal custodian and the student either at school or home. If this is not possible, the building administrator shall confer with the parent, guardian, or legal custodian by telephone.
12. All work missed by K-8 students because of suspension should be made up under the direction of the teacher. This may be during the period of suspension, before, during, or after school, until all missed work is completed.
 

All work missed by 9-12 students because of suspension should be made up. Make-up work and assignments may be obtained and completed within three (3) days of returning to school.
13. A student who is on out-of-school suspension or expulsion is not allowed on any school property or to attend any school activity, including athletic events. A student who is on in-school suspension must go directly to and from the assigned room for in-school suspension and is not allowed on any other area of school property or to attend any school activity, including athletic events.

Legal Ref.: Code of Iowa §§ 282.4, 282.5.

Cross Ref.: 503.3 Student Grievance Policy  
505.11 Trespassing

ADOPTED: 7/8/85  
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