

PROBATION

1. Probation means conditional attendance during a specified period.
2. Probation may be used as a form of discipline or behavior modification, and if the student is a special needs student, must comply with any Individualized Education Program (IEP) requirement.
3. The building administrator or his/her designee may place students on probation. Such action may be grieved in accordance with the grievance procedure (see Policy 503.3.)
4. Before a student is placed on probation, the student shall be given an informal hearing.
 - a. The building administrator and student shall be present.
 - b. The building administrator shall endeavor, if reasonably possible, to contact the head of household by telephone or by letter, so they may be present or involved in the informal hearing.
 - c. The student shall be informed of the alleged discipline violations and the possibility of being placed on probation and given a chance to deny, refute, or explain.
5. If, after an informal hearing, the student is placed on probation, the student shall be given:
 - a. A clearly written statement of the offenses committed.
 - b. A clearly written statement identifying school expectations and a time limit for the probationary period established.
 - c. A clearly written statement as to the consequences which will result if the student fails to make the identified corrections.
 - d. Signatures of student, parent, guardian or legal custodian, and school official, indicating that they clearly understand the written probationary paper.
 - e. A copy shall be given to the student's parent, guardian or legal custodian.
6. The terms of the probation shall be forwarded in writing to the Executive Director of Student & At-Risk Services and be subject to his/her approval.
7. Should the building administrator determine, after suitable investigation, that the terms of the probation have been breached, other discipline may be imposed. (Before there may be an out-of-school suspension, Administrative Regulation 504.4-R must be followed).

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