

STUDENTS

Short-Term Suspension

In the event the proposed punishment of a student is to include the denial of the right of school attendance from any single class or full schedule of classes for more than one and up to ten consecutive school days, a conference shall first be conducted with the student as follows:

1. An oral or written notice of the charges shall be provided to the student.
2. An oral or written explanation of the evidence in support of the charges shall be provided to the student.
3. An oral or written explanation of the suspension which may be imposed shall be provided to the student.
4. The student shall be provided the opportunity to present his/her explanation.
5. A copy of the letter of suspension will be permanently placed in the student's cumulative file.

In the event a short-term suspension is to exceed one day, the parent of the student shall be notified of the reason for the suspension and the duration of the suspension orally or by U.S. mail as soon as reasonably possible. No student in grade 5 and above shall be subjected to short-term suspensions for more than 15 school days during any single semester.

Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests if:

1. Such assignments or tests have a substantial effect upon the student's semester grade or grades; or
2. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

Any student or parent who is aggrieved by the imposition of a short-term suspension may request an informal conference with the principal.

In making a recommendation for punishment or corrective action, the principal shall evaluate and consider the circumstances of the situation and any other relevant information, and shall exercise discretion in determining the appropriate outcome, including amending any record of discipline if appropriate.

