

#### 4.5 -- SUSPENSION

A teacher may dismiss for disciplinary reasons any student from class. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, but no later than the end of the school day in which the student is dismissed, file with the principal a written statement of the reason or reasons for the student's dismissal from class. The principal or designee shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary action.

Each principal is authorized to suspend students from school for a period of up to five days for disciplinary reasons. Suspension of students by the principal for periods up to ten days is authorized if approved by the Superintendent of Schools. Unless officials imposing suspensions have personally witnessed the infractions, they will conduct such investigation into the matter as they deem necessary, including an interview with the subject student.

Before imposing suspensions the school officials will advise students orally or in writing of the nature of their misconduct and, if they deny the misconduct, an explanation of the evidence the school authorities have, at which time students shall have the opportunity to present their version of what happened as a means of defense or mitigation.

The school official suspending a student shall notify the custodial parent by telephone if possible and if not, by certified mail, of the suspension, which shall include the reasons for the suspension, its duration, and the manner in which the student may be readmitted to school, and if a review may be provided. The notification, if by telephone, will be made the day the suspension is imposed or, if by certified mail, the letter will be mailed on the day the suspension is imposed to the parent at the address reflected on the records of the school district.

The school official conducting the informal hearing or advising students of their misconduct and providing students the opportunity to present their version of what happened shall write a brief summary of the procedure to be kept in the school files.

Any conduct that tends to be disruptive of the education program will be grounds for suspension. Disruptive conduct that could result in penalties ranging from a verbal reprimand to ten days suspension includes but is not limited to:

- cutting classes,
- leaving school grounds at any time without permission,
- truancy,
- fighting,
- destruction of school property (students will also pay for damage),
- violation of driving or parking regulations,
- defiant or hostile acts,
- insubordination,
- act involving moral turpitude, and

- disrespect for authority.

All students returning to school after expiration of a suspension must be accompanied by a parent or a guardian, unless contact has been made with the principal giving satisfactory reasons why the parent or guardian cannot appear.

Suspension is a possible penalty for all acts listed in Section JCDA of the Administrative Policies.