

Suspension Procedures

Suspension denies the student attendance at school or school activities in any district school. Only the principal shall have the authority to allow the student on campus for specific purposes such as to receive special education (e.g., individualized education program (IEP)) services.

The principal or assistant principal shall have the authority to suspend a student for up to 10 days. In special circumstances a suspension may be continued until some specific pending action occurs, such as a physical or mental examination, drug assessment, completion of expulsion proceedings or incarceration by court action. Such a request for continued suspension by the principal or assistant principal shall be placed in writing, explaining the reasons for the request, to the superintendent or his/her designee.

The principal must limit the use of out-of-school suspension for a student who is in fifth grade or lower, to the following circumstances:

- a. For non-accidental conduct causing serious physical harm to a student or school employee;
- b. When a school administrator determines, based upon the administrator's observation or upon a report from a school employee, that the student's conduct poses a direct threat to the health or safety of students or school employees; or
- c. When the suspension is required by law.

When a student is to be suspended, the principal or assistant principal shall:

- a. Inform the student that he/she has the right to request the presence of an available adult advocate to help explain his/her conduct;
- b. Inform the student of the reason and supporting evidence for the proposed suspension and allow the student an opportunity to explain his/her conduct prior to imposing the suspension;
- c. Allow the student to record his/her version of the incident with a copy to the district office;
- d. Notify the parent of the suspension, giving full details. A reasonable effort shall be made to make personal contact informing the parent of the suspension before the student is released from school prior to the end of the school day. Students below the ninth grade will be released only after contact has been made with the parent. The above procedures may be postponed or suspended in emergency situations relating to health and safety. An emergency situation occurs when there is a serious risk that substantial harm will occur if suspension does not take place immediately. If the student conduct violates the law, the principal or assistant principal shall refer the student to proper authorities;
- e. Confirm the suspension in writing to the parent by mail at the last known address of the parent. The notice is to be mailed within one school day of the suspension;
- f. In the written confirmation, a conference with the parent may be requested to enlist cooperation in developing a program to modify the unacceptable behavior of the student. The confirmation shall include the conditions for reinstatement and appeal procedures;
- g. Notify the district office in writing within one school day of the incident, giving the reason for the suspension;

- h. The principal or assistant principal shall determine for each case the method and conditions, if any, under which the student's school work may be made up for the time missed because of the suspension. The school will furnish schoolwork within one school day of the suspension. Students will be expected to hand in schoolwork assigned;
- i. The student or parent may appeal the suspension to the superintendent by filing a request for review with the superintendent's office within three school days of the suspension. Additional statements or evidence may be filed with the request for review;
- j. The superintendent or his/her designee shall affirm, overrule or modify the suspension, and notice of the decision shall be given to the student and parent in person or by certified mail within three school days after the appeal;
- k. The Board shall have the right of final review. This review will be of the written records. A separate hearing will not be scheduled.

END OF POLICY

Legal Reference(s):

[ORS 339.240](#)
[ORS 339.250](#)

[OAR 581-021-0050 to -0075](#)

Cross Reference(s):

JG - Student Discipline