

PROCEDURE 550 – STUDENT SUSPENSION

I. DEFINITION AND RESTRICTIONS

- A. Suspension is an action taken by the school administrator, under rules promulgated by the School Board, to prohibit a student from attending school for a period of no more than ten (10) school days. If a suspension is longer than five (5) days, the suspending administrator must provide the appropriate Assistant Superintendent, or the Superintendent's designee, with a reason for the longer suspension. This definition does not apply to dismissal from school for one day or less, except as may be provided in federal law for a student with a disability. In addition, the student may be suspended pending the School Board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that the suspension exceeds five (5) days.
- B. Suspensions may be based upon any of the following grounds:
 - 1. Willful violation of any reasonable School Board regulation;
 - 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school-sponsored extracurricular activities; or
 - 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees or property of the school.
- C. Suspensions may not be consecutively imposed against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to surrounding persons or property, or where the school district is in the process of initiating an expulsion, in which case the school administrator may extend the suspension up to fifteen (15) days.
- D. The school administrator will implement alternative educational services to the extent that suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another school district or in an alternative learning center. The alternative educational services selected will allow the student to progress toward meeting graduation standards although in a different setting.

II. GENERAL SUSPENSION PROCEDURES

- A. An administrator or designee will conduct an investigation and determine whether suspension will be imposed based upon school district policies and procedures.
- B. An administrator will determine if the student is receiving special education services or has been referred for special education evaluation. If so, "Additional Suspension Procedures for Students on an Individual Education Program (IEP)" below, will apply.
- C. An administrator will not suspend a student from school without an informal administrative conference with the student. The informal administrative conference will take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or

property, in which case the conference will take place as soon as practicable following the suspension. In an informal administrative conference, an administrator will inform the student of the grounds for suspension, including the specific facts that support it. The student may present his or her version of the facts. A copy of The Pupil Fair Dismissal Act and a copy of the completed Student Dismissal Form – Suspension, will be given to the student. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger, written notice of the suspension will be served upon the student within forty-eight (48) hours.

- D. An administrator will make reasonable efforts to inform the parent/guardian of the suspension by telephone as soon as possible following the suspension. When the parent/guardian cannot be contacted, the decision to send the student home, to allow him/her to remain on school premises, or to refer him/her to the proper authorities must be made with consideration of that student's age, maturity, and the nature of the misconduct that caused the suspension.
- E. Within forty-eight (48) hours, an administrator will mail a copy of The Pupil Fair Dismissal Act and the Student Dismissal Form - Suspension, to the parent/guardian stating the date, the grounds for suspension, the specific facts that support the grounds for the suspension, a description of the testimony and a readmission plan.
- F. Each suspension action may include a readmission plan. The readmission plan will include, where appropriate, a provision for alternative programs to be implemented upon readmission. A readmission plan must not obligate a parent or guardian to provide sympathomimetic medication or require a student to submit to a psychiatric evaluation, screening or examination as a condition of readmission.
- G. A student will be readmitted to school following the expiration of the suspension.
- H. A suspended student has the obligation and right to make up work missed during the period of suspension for full credit within a reasonable time determined by the school.
- I. If a student's total days of removal from school exceeds ten (10) cumulative days in a school year, the school district will make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent's or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

III. ADDITIONAL SUSPENSION PROCEDURES for Students on an Individual Education Program (IEP)

- A. The requirements of the individual education program team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the students placement during the school year exceed ten (10) days in a school year.

The school administration will implement alternative education services when the suspension exceeds five (5) days.

- B. The student's individual education program team will meet immediately but not more than ten (10) days after the date on which the decision to remove the student from the student's current education placement is made. The individual education program team must review all relevant information in the student's file to determine if the conduct in question was (1) caused by, or had a direct and substantial relationship to, the child's disability; or (2) the direct result of the school's failure to implement the individual education program.

Procedure Revised: 11/22/16

Procedure Revised: 11/17/15

Procedure Revised: 6/23/09

Procedure 550 Adopted: 4/16/02 (formerly Policy 5115)

Procedure Revised: 5/5/98

Procedure Revised: 5/21/96

Procedure Revised: 1/4/94

Procedure Revised: 6/4/91

Procedure Revised: 12/16/89

Procedure Revised: 1/2/85

Procedure Adopted: 10/2/74

Legal References:

M.S. 121A.40-121A.56 - The Pupil Fair Dismissal Act

M.S. 121A.575 - Alternatives to Pupil Suspension

M.S. 121A.582 - Student Discipline; Reasonable Force

M.S. Ch. 125A Students with Disabilities

20 U.S.C. §§ 1400-1487 - IDEA

29 U.S.C § 794 *et seq.* - Rehabilitation Act of 1973. §504

34 CFR §§ 300.530 - 300.536 - Discipline Procedures

Cross References:

Policy 502 - Search of Student Lockers, Desks, Personnel Possessions, and Student's Person

Policy 503 - Attendance and Absences

Policy 504 - Student Dress and Appearance

Policy 506 - Student Discipline

Policy 514 - Bullying Prohibition

Policy 516 - Student Medication

Policy 524 - Internet Acceptable Use Policy

Policy 541 - Chemical Use/Abuse

Policy 542 - Extended Educational Trips

Policy 548 - Harassment and Violence

Policy 551 - Exclusion and Expulsion

Policy 709 - Transportation Safety

Policy 729 - Student Conduct on Buses

School Board
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Maple Grove, Minnesota