

SCHOOL DISTRICT OF BAYFIELD

447.3-Rule

SUSPENSION/EXPULSION PROCEDURES

Suspension for a Period Not to Exceed Five Days

The District Administrator, building principal or designee shall adhere to the following procedures when suspending a student:

1. Prior to any suspension, the student must be given the reason for the proposed suspension and time to explain his/her actions.
2. A report shall be made of the suspension and include the student's misbehavior, the student's explanation, the principal's name and the *staff member's* name.
3. The student's parent(s)/guardian shall be notified of the suspension and shall be sent a copy of the suspension report within 24 hours.
4. Parents/guardians may request a follow-up meeting with school staff to discuss the behavior that caused the suspension. Or, within five days from the date of suspension, the parent(s)/guardian may request a conference with the administrator and/or staff members to review the suspension.
 - a. A person other than the reporting principal or staff should preside at the conference.
 - b. All persons involved in the incident(s) shall attend, if possible.
 - c. After all information is received and every person connected to the incident has had the opportunity to speak, the presiding official shall make his/her determination.
 - d. All findings shall be documented and reported to the student's parent(s)/guardian within 15 days of the conference.
5. If the presiding official finds that the student was unjustly suspended or that the suspension was inappropriate, given the nature of the alleged offense,

or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the student's school record shall be expunged.

Suspension for a Period More Than Five Days (Possible Expulsion)

The District Administrator, building principal or designee must adhere to the following procedures when suspending a student for more than five days:

1. Prior to the suspension, the student must be given the reason for the proposed suspension and time to explain his/her actions.
2. A report shall be made of the suspension and include the student's misbehavior, the student's explanation, the principal's name and the *staff member's* name.
3. The student's parent(s)/guardian shall be notified of the suspension and shall be sent a copy of the suspension report within 24 hours.
4. The Board shall hold a hearing to determine whether the seriousness of the student's conduct warrants an expulsion. Written notice of this hearing shall be sent separately to the student and, if the student is a minor, to the student's parent(s)/guardian not less than five days prior to the hearing. This notice shall state the facts surrounding the alleged conduct, the time and place of the hearing and the fact that the hearing may result in the student's expulsion. The state expulsion law shall be printed on the face or back of the notice.
 - a. The student, his/her parent(s)/guardian and legal counsel may attend the hearing.
 - b. Written minutes shall be kept of the hearing.
 - c. The Board shall make a decision and a copy of the decision shall be sent separately to the student and, if the student is a minor, to the student's parent(s)/guardian.

- d. The expelled student, or his/her parent(s)/guardian may appeal an expulsion to the State Superintendent of Public Instruction. An appeal from the decision of the State Superintendent may be taken within 30 days to the circuit court of the county in which the school is located.

APPROVED: February 8, 1993

Revised: April 15, 1996