

Discipline

Suspension from School (Administrative): A student may only be suspended for committing one of the acts listed on the official “Notice of Suspension” form. The offense must be: EC48900 (p) “related to a school activity or attendance that occur at any time, including, but not limited to any of the following”:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on campus or off the campus.
4. During, or while going to or coming from, a school sponsored activity

EC 48900.5: “Suspension shall be imposed only when other means of correction fail to bring about proper conduct.” Suspension for first offense is permitted for violations of EC 48900 (a1), (b), (c), (d), (e), and (n), or if the pupil’s presence causes a danger to persons or property or threatens to disrupt the instructional process.

A student may only be suspended for up to five days for each incident and a cumulative maximum of twenty days during the school year.

Procedure:

1. Hold an informal conference with the student in order to hear and consider the student’s explanation before imposing suspension.
2. Contact a parent, guardian, or someone on the emergency card: never send a student home during the school day without making contact.
3. Fill out “Notice of Suspension”. If you think the offense could lead to an expulsion, write “EXPULSION MAY BE RECOMMENDED” to the left of the principals signature.
4. Mail notice or hand to parent
5. Record suspension in the discipline module of SASI.
6. If the suspension results in an arrest, and the student is removed from the school by the authorities, complete a “Release and Acceptance of Responsibility for School District Student” form.
7. Arrange any appropriate parent/teacher conferences.

Suspension From Class (Teacher): EC 48910 (a), “A teacher may suspend any pupil from the teachers class for the day of the suspension and the following day.”

Procedure:

1. Teacher must immediately notify principal and send the student to the office.
2. If the student is from a self-contained class they may not be placed in another classroom.
3. If the student has multiple teachers, they may attend the other classes.
4. The teacher must arrange for the parent to attend a parent/teacher conference as soon as possible. If the teacher or parent requests your presence, you must attend.

Note: Make sure that your staff is clear about whether they are referring a student or suspending a student from their class room. When a teacher says “I don’t want him/her back in my room today”, they are really suspending the student. If it is a referral, then it is your call whether or not they return. When they suspend make sure that they follow up with the conference. If the administrator chooses to send the student home, it then becomes an Administrative Suspension and the official “Notice of Suspension” form must be completed.

Expulsion: The Education Code allows for the potential expulsion of a student for any of the offenses listed on the official “Notice of Suspension” form. Expulsion is not required in most cases i.e. “expulsion is inappropriate, due to the particular circumstance”, or we are unable to show that ‘other means of correction are not feasible or have failed to bring about proper conduct” or “due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil and others.”

An expulsion recommendation is mandatory for the following five offenses:**

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

Procedure: If you even think you have an expulsion case---before you finish completing the suspension form---CALL STUDENT SERVICES and ask to talk to Lisa Atlas. We will guide you through the process to insure that all legal mandates are met. Expulsion can be legally quite complicated, and we would like to help you get it right the first time.

Lisa Atlas, Director of Student Services
Phone 201-6043
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