

## **In-school Suspension**

The Superintendent designates any certificated administrator with the authority to impose an in-school suspension. Before administering an in-school suspension, staff members must have first attempted one or more other forms of discipline to support the student in meeting behavioral expectations (general guidelines for school environments, school-supported activities and/or those that have a direct causal effect on the school environment) considering the student's individual circumstances. The District will not administer in-school suspension that would result in the denial or delay of the student's nutritionally adequate meal.

Unless otherwise required by law, the District is not required to impose in-school suspensions and instead, strives to keep students in school, learning in a safe and appropriate environment. However, there are circumstances when the District may determine that an in-school suspension is appropriate. In accordance with the other parameters of this policy, these circumstances may include multiple violations that are misconduct or a single violation of exceptional misconduct.

### **Initial hearing**

Before administering any in-school suspension, the District will attempt to notify the student's parent/guardian as soon as reasonably possible regarding the behavioral violation. Additionally, the principal or designee must conduct an informal initial hearing with the student to hear the student's perspective. The principal or designee must provide the student an opportunity to contact their parent/guardian regarding the initial hearing. The District must hold the initial hearing in a language the student and parent/guardian understand.

At the initial hearing, the principal or designee will provide the student:

- Notice of the student's violation of this policy;
- An explanation of the evidence regarding the behavioral violation;
- An explanation of the discipline that may be administered; and
- An opportunity for the student to share their perspective and provide explanation regarding the behavioral violation.

### **Notice**

Following the initial hearing, the principal or designee must inform the student of the disciplinary decision regarding the behavioral violation, including the date when the in-school suspension will begin and end.

No later than one (1) school business day following the initial hearing with the student, the District will provide written notice of the in-school suspension to the student and parent/guardian in person, by mail, or by email in a language and form the student and parent/guardian will understand. The written notice must include:

- a. A description of the student's behavior and how the behavior violated this policy;
- b. The duration and conditions of the in-school suspension, including the dates on which the in-school suspension will begin and end;
- c. The other forms of discipline that the District considered or attempted, and an explanation of the District's decision to administer the in-school suspension;
- d. The opportunity to receive educational services during the in-school suspension;
- e. The right of the student and parent(s) to an informal conference with the principal or designee; and
- f. The right of the student and parent(s) to appeal the in-school suspension;

For students in kindergarten through fourth grade, the District will not administer in-school for more than ten (10) cumulative school days during any academic term. For students in grades five through twelve, the District will not administer in-school suspension for more than fifteen (15) cumulative school days during any single semester. Additionally, the District will not administer an in-school suspension beyond the school year in which the behavioral violation occurred.

When administering an in-school suspension, school personnel must ensure they are physically in the same location as the student to provide direct supervision during the duration of the in-school suspension. Additionally, school personnel must ensure they are accessible to offer support to keep the student current with assignments and course work for the student's regular subjects or classes.

### **Appeal, Reconsideration, and Petition**

#### **Optional Conference with Principal**

If a student and/or parent/guardian disagree with the District's decision to in-school suspend the student, the student and/or parent/guardian may request an informal conference with the principal or designee to resolve the disagreement. The student and/or parent/guardian may request an informal conference orally or in writing.

The principal or designee must hold the conference within three (3) school business days after receiving the request, unless otherwise agreed to by the student and parent/guardian.

During the informal conference, the student and parent/guardian will have the opportunity to share the student's perspective and explanation regarding the events that led to the behavioral violation. The student and parent/guardian will also have the opportunity to confer with the principal or designee and school personnel involved in the incident that led to the in-school suspension. Further, the student and parent/guardian will have the opportunity to discuss other forms of discipline that the District could administer.

An informal conference will not limit the right of the student and/or parent/guardian to appeal the in-school suspension.

## Appeals

### Requesting appeal

The appeal provisions for in-school suspension differ from those for long-term suspension and expulsion.

A student and/or the parent/guardian may appeal an in-school suspension to the Superintendent or designee orally or in writing. The request to appeal must be within five (5) school business days from when the District provided the student and parent/guardian with written notice.

### In-school suspension appeal

For in-school suspensions, the Superintendent or designee will provide the student and parent/guardian the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing.

The Superintendent or designee must deliver a written appeal decision to the student and parent/guardian in person, by mail, or by email within two (2) school business days after receiving the appeal. The written decision must include:

- The decision to affirm, reverse, or modify the in-school suspension;
- The duration and conditions of the in-school suspension, including the beginning and ending dates;
- The educational services the District will offer to the student during the in-school suspension; and
- Notice of the student and parent(s)' right to request review and reconsideration of the appeal decision, including where and to whom to make such a request.

### **Reconsideration of appeal**

The student and/or parent/guardian may request the Discipline Appeal Council (DAC) review and reconsider the District's appeal decision for in-school suspensions. This request may be either oral or in writing.

The student and/or parent/guardian may request a review within ten (10) school business days from when the District provided the student and parent/guardian with the written appeal decision.

- In reviewing the District's decision, the Discipline Appeal Council must consider (i) all documentary and physical evidence from the appeal hearing related to the behavioral violation; (ii) any records from the appeal hearing; (iii) relevant state law; and (iv) this policy adopted.
- The Discipline Appeal Council may request to meet with the student and/or parent/guardian, the principal or designee, witnesses, and/or school personnel to hear further arguments and gather additional information.

- The Discipline Appeal Council will be made only by discipline council members who were not involved in (i) the behavioral violation; (ii) the decision to in-school suspend the student; or (iii) the appeal decision. If the Discipline Appeal Council presided over the appeal hearing, the school Board will conduct the review and reconsideration.

The Discipline Appeal Council will provide a written decision to the student and parent/guardian in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision must identify:

- Whether the Discipline Appeal Council affirms, reverses, or modifies the in-school suspension; and
- The duration and conditions of the in-school suspension, including the beginning and ending dates of the in-school suspension.

**Date: 01.20**