

Students

Suspension Procedures

In-School Suspensions

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspensions

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, each of the following:

1. Before suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version.
2. Notice of the charges and a pre-suspension conference, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension.
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend.
 - d. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.

- ii. For a suspension of 4 or more school days, an explanation:
 - a) If the appropriate and available behavioral and disciplinary interventions that have been exhausted or that no other interventions were available to the student, and
 - b) That the student's continuing presence in school would either:
 - (i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - (ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.d.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- 5. A summary of the notice, including the reason for the suspension and the length of the suspension, must be given to the Board by the Superintendent or designee.
- 6. Upon either written or oral request of the parent(s)/guardian(s), a hearing shall be conducted by the Board of Education or a hearing officer appointed by it to review the suspension. Such hearing shall be convened promptly, but no later than 10 school days after the District's receipt of such request. Oral notification shall be confirmed in writing to the parents. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. The student shall have the right to question District witnesses and present evidence on his or her own behalf. Whenever there is evidence that mental illness may be the cause of the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
- 7. The Board of Education or its appointed hearing officer shall hear evidence on the following two issues:
 - a. The validity of the charges of gross misconduct or disobedience; and
 - b. The appropriate disciplinary measure, if the charges are upheld. If the hearing is conducted by a hearing officer, the hearing officer shall prepare a summary of the evidence heard at the hearing which shall be submitted to the Board.
- 8. The Board or its hearing officer shall determine whether the student engaged in gross misconduct or disobedience and whether the suspension is appropriate. The Board or its hearing officer shall not consider any evidence regarding the students' grades, attendance record or past discipline when determining the validity of the charges of gross misconduct or disobedience, but may consider such information when determining the appropriateness of the consequence.

9. If the student is a special education student, the authorized administrator must also follow the procedures set forth in Board Policy 7-230, *Misconduct by Students with Disabilities*.
10. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items 4(a) and (e), above.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975).
105 ILCS 5/10-20.14, 5/10-22.6.
23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development Program), 7.130 (Student Rights and Responsibilities), 7.190 (Student Behavior), 7:220 (Bus Conduct)

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