

BOARD PROCEDURE

Descriptive Code: JDD(1)

SUSPENSION OF STUDENTS

Date: July 10, 2007

Before any suspension is imposed, the school administration must afford the student minimal due process. Minimal due process includes:

- a) Notice of charge;
- b) Opportunity to be heard before the person or body authority to reinstate.

When suspension is necessary, the school administration shall:

- a) Notify the parent or guardian by telephone advising of the violation. A conference should be scheduled if desired by parent.
- b) Notify the parent or guardian in writing of the suspension, stating reason(s) for the duration of the suspension. A copy of this letter should be forwarded to the Superintendent of Schools.
- c) The dates, reason(s) and duration of the suspension will become a part of the student's disciplinary record.

SPECIAL SERVICES STUDENTS

- I. Suspension of special education students will be administered in accordance with Student Offenses and Discipline Procedure guidelines until suspension exceeds five accumulated days.
- II In instances where suspension results in absence from school for up to five accumulated days, the following procedures must be applied:
 - A. When five OSS (out of school suspension) days have been accumulated for a special education student, the school will notify the Director of Special Services
 - Director of Special Services will notify the appropriate lead teacher.
 - The lead teacher will schedule a meeting to review the discipline file, the IEP, positive behavioral interventions.
 - A Functional Behavior Assessment will be conducted.
 - The current behavioral management plan will be reviewed along with the results of the FBA. If necessary, a new behavioral intervention plan will be developed.
 - After a student has had ten days of OSS, any additional days of OSS must be reviewed by the Director of Special Services and the Assistant Superintendent prior to being assigned to the student.
 - B. Procedures for referring a special education student to the Hearing Officer.
 - The school will call the Special Services Department to inform the Director of Special Services of the referral.
 - Discipline referrals and student information data should be forwarded to the Director of Special Services immediately.

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- **The Hearing Referral will be faxed by the school to the Director of Special Services for signature**
- **Upon signature by the Director of Special Services, the Hearing Referral Form will be faxed to the Hearing Officer at the Board of Education Office.**
- **The Director of Special Services and the Hearing Officer will be in contact to mutually schedule the hearing.**
- **Upon receipt of the completed Hearing Referral Form, the Hearing Officer's office will notify the Special Services Office, the school, and the parents concerning the hearing date and time.**
- **The Director of Special Services will notify the appropriate lead teacher.**
- **If the student is found to be in violation of the Code of Conduct by the Hearing Officer, an IEP committee will immediately convene at the school to: a) Determine if the offense is related to the disability (manifestation determination), b) Review placement and a behavior plan.**
- **If the offense involves a weapon, is of a sexual nature, or a drug charge and the violation meets the county policy for long-term suspension or expulsion, homebound services may be considered. The student will be OSS until hearing.**

When a student with a disability, who has been placed at CrossRoads Academy is suspended for more than 10 school days, the following procedures will be applied:

- 1. A functional behavior assessment (FBA) must be conducted and a behavior intervention plan (BIP) implemented. If prior to the suspension a FBA was conducted and a BIP designed, the IEP team shall review the plan and consider whether the student was provided services in accordance with the IEP and BIP. The IEP team may need to modify the existing plan to address the problem if modifications are necessary.**
- 2. The IEP team must convene to determine placement. If the decision of the manifestation determination review is that the behavior is or is not related, the IEP team must review or revise the current IEP and determine an appropriate placement. Whether or not the behavior is related to the disability, the student shall be provided a free and appropriate public education (FAPE). The IEP team has a number of placement options: return to current placement, home-based instruction, abbreviated school day, after school-based instruction at CRA, etc.**
- 3. If the IEP team determines appropriate placement to be the after school instruction at CRA, the identified special and regular education teachers will provide instruction in order to give the student an opportunity to access and progress in the general curriculum, appropriately advance toward the goals in the IEP and earn Carnegie units, if applicable.**

- 4. A safety officer will be available during the after school instructional hours at CRA to assist teachers.**

BUS DISCIPLINE

- A. The bus is considered an extension of the classroom, and misconduct shall be handled as described in the above disciplinary procedures. For clarity, suspension from the bus is treated in the same manner as suspension from school.
- B. If a driver is en route and a student's behavior is such that the driver cannot safely reach his or her destination, the driver may stop at the nearest school and ask for assistance from the school principal. The principal will call the student's home school principal and a joint decision will be made. The principal who administers punishment for bus misconduct will complete a Bus Conduct Report.

EXTRA CURRICULAR PARTICIPATION

Students assigned to an alternative school, in-school suspension, or out-of-school suspension for disciplinary reasons, lose their eligibility to participate in extra-curricular activities. An assigned disciplinary suspension is considered to have ended when the student returns to the regular class setting the following school day.

ADOPTED: 6-23-03

REVISED: 6-23-03, 2/14/05

Columbia County Board of Education