

## SUSPENSION PROCEDURES

Principals, in conformance with Maine State Law, have been authorized by the MSAD #56 Board of Directors to suspend students up to a maximum of ten (10) school days subject to established regulations. Those regulations are as follows:

1. Students shall be suspended only after every reasonable effort has been made to maintain a safe and educationally sound environment. When a student appears unable or unwilling to meet the reasonable requirements of the school, the power of suspension may be invoked.
2. Generally suspension should serve one of three purposes:
  - a. cooling off period for individuals in altercation,
  - b. a waiting period for subsequent action such as a conference with a parent, or
  - c. as a consequence (penalty) for specified unacceptable behavior.
3. Students shall be suspended only by a Principal or Dean of Students. Prior to suspending, the administration shall make certain that the student has been given a reasonable opportunity to present the student's view of the situation and that the student is fully aware of the reason for the suspension.
4. Notice to the student and/or parent shall state clearly and concisely: (a) the reason for the suspension (b) the duration of the suspension (c) the action requested of the student and/or parent during the period of suspension. If the parent has not been contacted in person or by telephone, a letter shall be sent by "certified mail, return receipt requested." Always the tone of the letter or verbal communication should be one of seeking a solution in cooperation with student, parent, and school.
5. During suspension, students shall be excluded from all school-sponsored activities and shall be directed to remain off school properties during the period of suspension.
6. Should a student or student's parents wish to appeal the suspension, the Superintendent will meet jointly with the student, the parents, and the suspending school official within five (5) school days of such a request from the student or parent. Should the issue not be resolved at that time, the student or parent may file an appeal from the Superintendent's decision.

In the event an exceptional student commits a suspendable offense under the school rules or procedures:

1. The principal/Dean of Students shall contact the Director of Special Services or designee to determine if the student's I.E.P. addresses the particular situation;
2. Refer to Policy JKF-R, Administrative Procedures for Removal of Students with Disabilities.

CROSS REFERENCES: JKF-R, Administrative Procedures for Removal of Students with Disabilities.

Adopted: April 8, 1986

Revised: September 11, 1990  
June 14, 1993  
April 14, 1998  
November 12, 2002