

**Administrative Rule**

**School District of Springfield Township**

**Suspension and Expulsion**

The reasons for the exclusion of student(s) from school include, but are not limited to: disruptive behavior in school, smoking, violence, assault, vandalism, disruptive behavior on school busses or at school related activities, dangerous or illegal acts, violation of the rights of others, involvement with alcoholic beverages or drugs on school property or at school activities or on the way to and from school, class cutting, and willful violation of student responsibilities as defined by the State Board of Education and the Student Code of Conduct, as approved by the Board of School Directors.

Suspension

Suspension is a direct action taken by the school in response to a continued or serious violation of school rules as outlined in the School Code, the Regulations of the State Board of Education and/or the Student Code of Conduct. School administrators have the authority to issue any of the types of suspensions identified below.

In-School Suspension is defined as a separation from regular school participation for an identified period of time or days for a specific violation of the Student Code of Conduct. Students who receive an in-school suspension will be directed by the school administration to go to a designated school room to serve the time of the suspension. The Student Code of Conduct indicates the violations for which such a suspension may occur. The student must be informed by the school administration of the reasons for the in-school suspension and must be given the opportunity to respond. The decision of the principal or designee is final. The student's parents/guardians shall receive notice from the school that an in-school suspension was given to the student and the reasons for the action. Such suspension shall be followed by a parental conference when appropriate.

Temporary Out-of-School Suspension is defined as an exclusion of a student from school for one (1) to three (3) consecutive school days for a specific violation of the Student Code of Conduct. Whenever a student receives a temporary suspension, his/her parents shall be notified immediately by telephone by the school administration, and the reason will be given for the suspension.

Such suspension shall be followed by a parental conference with the principal or designee prior to the student's return to school. All such parental contacts and conferences with the administration shall be documented by a written record which becomes a part of the disciplinary report for the student and which shall be available to parents upon request.

Full Out-of-School Suspension is defined as an exclusion of a student from school for four (4) to ten (10) consecutive school days for a specific violation of the

Student Code of Conduct. Whenever a student receives a full suspension, his/her parents shall be notified immediately by telephone by the school administration. Any such suspension shall require an informal hearing with the principal or his/her designee, at which time the student will have an opportunity to respond to allegations, review available data and information, question any witness, and produce information and witnesses on his/her own behalf. Such suspension shall be followed by a parental conference with the principal or designee.

Upon the recommendation of the principal, and for serious offenses, a hearing will be held with the Superintendent, at which time the student and his/her parents will be given the opportunity to respond to the suspension and present his/her side of the incident. Parents will be required to attend such hearing, and both student and parents will be provided with full rights of due process.

All suspension hearings shall take place as soon as possible after the suspension. In all cases the hearing shall be held within ten (10) school days. A student may be suspended for a maximum of ten (10) school days following a hearing, except in cases where expulsion is being recommended. In this case, the date for expulsion shall be set within the ten (10) days.

Students have the responsibility to obtain work assignments from their teachers during the period of suspension and shall complete make up exams within two weeks of their return to school.

Under normal circumstances, a student shall be readmitted to the regular educational program as determined by the outcome of the full suspension hearing except when, in the opinion of the Superintendent, the presence of the student in school poses a danger to him/herself or others, warranting continued exclusion from the schools. In such cases an expulsion hearing shall be scheduled promptly. In unusual circumstances, where no expulsion is anticipated and the exclusion extends beyond ten (10) days, homebound or appropriate alternative instruction will be provided.

### Expulsion

Expulsion is defined as an exclusion of a student from school for a period exceeding ten (10) school days and for a period of up to one full school year. The principal and Superintendent may recommend to the Board that a violation of the law, the Student Code of Conduct or other applicable school policy or regulation by a student warrants expulsion from the Springfield Township School District.

No student shall be expelled from school without a formal hearing before the Board of School Directors or a duly appointed committee of the Board.

Expulsion hearings normally will be closed to the public; however, upon the request of the student and his/her parents/guardians and with the concurrence of the

Board, the hearing may be held publicly. The student and parents/guardians will be allowed to have a representative or legal counsel to represent them at the hearing. The Superintendent shall not disclose or discuss any of the details surrounding the possible expulsion with the Board until the formal expulsion hearing takes place.

The formal expulsion hearing shall observe all due process requirements of law as follows:

1. School district shall:
  - a. notify the student and parents/guardians of the charges in writing by certified mail;
  - b. state the time and place of the hearing, which shall be held in a timely manner;
  - c. state that the hearing shall be held privately unless the student or parents/guardians, with the concurrence of the Board, request a public hearing;
  - d. assure proper representation of the student and the Board, and shall observe all appropriate due process procedures;
  - e. provide for a certified court reporter to record the proceedings, a copy of which shall be provided to each Board member and the student and his/her parents/guardians.
  
2. The student or parent/guardian shall have the right to:
  - a. representation by a designated representative or legal counsel;
  - b. disclosure of the name(s) of witnesses and any testimony they have made;
  - c. testify and present witnesses on the student's behalf.

All rights under the appropriate laws, statutes and regulations of the Commonwealth of Pennsylvania and the policies of the Board of School Directors shall be observed during the suspension or expulsion process involving any student in the School District of Springfield Township.

Adopted: April 3, 2000