

MMSD POLICIES AND PROCEDURES:
SUSPENSION (4043)

**See Appendix _____

1. Student must be advised of reason for proposed out-of-school suspension & given opportunity to explain his/her version of incident prior to suspension.
2. Student may be suspended if guilt is determined via Behavior Education Plan.
*A first offense should not be resolved by out-of-school suspension unless Behavior Education Plan provides otherwise.
3. If expulsion notice IS NOT sent out, a student may NOT be suspended for more than 5 days.
4. If expulsion notice IS sent out, a student may NOT be suspended for more than 15 days for a *regular education* student OR 10 days for a *special education student*.
5. The parent/guardian must be given prompt notice of the suspension and reason.
 - a. The suspending authority will immediately contact parents/guardian by phone.
 - b. The suspending authority must notify parents/guardian **in writing** of the facts of the suspension.
 - i. The notice shall specify the beginning and ending times of the suspension, the necessity for a parent-principal conference, and the procedures for arranging the conference.
6. The student/parent/guardian may appeal to the superintendent or their designee within 5 school days following reception of written suspension letter.
 - a. If the superintendent/designee finds the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, the suspension shall be removed from the pupil's record.
 - b. Appeal decision must be made within 15 school days of appeal conference.
7. Suspended student shall not be denied the opportunity to take any test missed during the suspension period. Course work missed during the suspension may be made up through a student's own initiative.
8. The suspension may be terminated early by the principal unless the initial suspension was accompanied by a Recommendation for Expulsion.
9. A student may not be suspended out of school for consecutive five-day periods for one offense.