

## 4.5 – SUSPENSION

A teacher may dismiss for disciplinary reasons any student from class. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, but no later than the end of the school day in which the student is dismissed, file with the principal a written statement of the reason or reasons for the student's dismissal from class. The principal or designee shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary action.

Each principal or designee is authorized to suspend students from school for a period of up to 10 days for disciplinary reasons. Unless administrators imposing suspensions have personally witnessed the infractions, they will conduct such investigation into the matter as they deem necessary, including an interview with the subject student.

The administrator conducting the informal hearing or advising students of their misconduct and providing students the opportunity to present their version of what happened shall write a brief summary of the procedure to be kept in the school files.

Any conduct that tends to be disruptive of the education program will be grounds for suspension. Out-of-School Suspension shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy. Disruptive conduct that could result in penalties ranging from a verbal reprimand to ten days suspension includes but is not limited to:

- leaving school grounds at any time without permission,
- fighting,
- destruction of school property (students will also pay for damage),
- violation of driving or parking regulations,
- defiant or hostile acts,
- insubordination,
- act involving moral turpitude, and disrespect for authority

Out-of-school suspension shall not be used to discipline a student in kindergarten through fifth grade unless the student's behavior:

- a. Poses a physical risk to himself or herself or to others;
- b. Causes a serious disruption that cannot be addressed through other means; or
- c. Is the act of bringing a firearm on school campus

Before imposing suspensions administrators will advise students orally or in writing of the nature of their misconduct and, if they deny the misconduct, an explanation of the evidence the school authorities have, at which time students shall have the opportunity to present their version of what happened as a means of defense or mitigation.

The administrator suspending a student shall immediately notify the parent, legal guardian, person having lawful control of a student or person standing in loco parentis, of

the suspension. Notification shall be by one of the following means, listed in order of priority:

- A primary call number;
  - The contact may be by voice, voicemail, or text message.
- An email address;
- A regular first-class letter to the last known mailing address

The notification will include the reasons for the suspension, its duration, and the manner in which the student may be readmitted to school, and if a review may be provided. The notification, if by telephone, will be made the day the suspension is imposed or, if by mail, the letter will be mailed on the day the suspension is imposed to the parent at the address reflected on the records of the school district.

It is the responsibility of the student's parents, legal guardians, person having lawful control of the student or person standing in loco parentis to provide current contact information to the district.

The district shall keep a log of contacts attempted and made to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

During the period of their suspension, students serving in Out-of-School Suspension are not permitted on campus, except to attend a student/parent/administrator conference and shall not attend or participate in any school-sponsored activities during the imposed suspension.

All students returning to school after expiration of a suspension must be accompanied by a parent or a guardian, unless contact has been made with the principal giving satisfactory reasons why the parent or guardian cannot or need not appear.

Legal Reference: A.C.A. § 6-18-507

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