

# ADMINISTRATIVE REGULATION

No. 529

## Board of Trustees Douglas County School District

## STUDENTS

### PROCEDURES FOR TEMPORARY SUSPENSION OF TEN DAYS OR LESS

1. Tell the student you are meeting with him/her to investigate allegations that the student has violated rule(s), policies, or regulations of the District.
2. Tell the student the specific rules, policies, or procedures that are alleged to have been violated and that if the evidence supports the allegations, there will be consequences up to and including suspension from school. Ask if he/she understands the allegation(s).
3. Explain to the student the evidence you have regarding the alleged violation(s).
4. Ask the student if he/she admits or denies the allegation(s).

If the student admits to violation(s), assign appropriate consequences.

If the student denies the allegation(s), give him/her the chance to explain and present his/her side of the story. The Administrator will consider his/her explanation; and if the Administrator deems it appropriate, may investigate the matter further. (This does not mean that the student can secure counsel, confront and cross-examine witnesses, or call witnesses on his/her behalf to present his/her case.)

5. After hearing the student's explanation and evidence, the Administrator should determine if he/she needs more information and, if so, obtain it before making a decision. If not, the Administrator should determine what, if any, violations exist and assign appropriate consequences.
6. If the student has a behavior plan, the administrator should review the plan with the student. If the student does not have a behavior plan and the student is subject to the habitual discipline statute, then a behavior plan may be written.
7. If suspension is appropriate, the Administrator shall notify the student that he/she will be suspended for (number of days) commencing (starting date).

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[See Policy related to this Administrative Regulation](#)

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