

4. Suspension Procedures

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Guidelines for Student Suspension: In School and Out of School

Overview:

Discipline for any reason requires due process (503.1R1)

Due Process includes:

- a. The student is provided with accurate information regarding rules and regulations, either in written form or through verbal instruction by teachers or administrators;
- b. The student is made aware of the specific behaviors giving rise to any proposed penalty or disciplinary action; AND
- c. The student is offered an opportunity to express their views to the decision making authority regarding the incident.

Suspensions: 503.1R1 Definitions and requirements

Probation: Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.

In-School Suspension: In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules, which are serious but which do not warrant the necessity of removal from school.

Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.

In school and out of school suspension (and probation): Responsibilities of administrator.

1. The principal will conduct an investigation
2. Ensure due process
3. Send written notice to the student's parents.
4. In-school and out of school suspension will not be imposed for more than ten school days. **Suspensions longer than five days must be approved by the Director of Student Services**
5. Written notice and reasons for the suspension will be sent to the student's parents.
6. At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.
7. Notice of the suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent/designee. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

Assault against employee: A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include

expulsion. Assault for purposes of this section of this policy is defined as, when, without justification, a student does any of the following:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

Academic progress during suspensions:

Students' access to academic progress should not be interrupted due to suspension. A suspended student cannot be denied the opportunity to take quarterly, semester or grading period examinations, or to complete course work missed during the suspension. Administrators are advised to document efforts to provide academic work during and after the period of suspension.

Suspension Templates: A template has been developed for notification for both in school and out of school suspensions. This template can be found in this suspension folder.

Data entry for suspensions and office referrals:

It is best practice to enter office referrals and suspensions into Infinite Campus within days of the incident. All office referrals and suspensions **MUST** be entered within 2 days of the end of each trimester/ end of school year.

The data is pulled by the State of Iowa. Data must be entered for the District to be in compliance.

Date:

To: *Parent/guardian name and student name*
Address

RE: Student suspension: Assault against school employee

Dear *(names of parent and student)*,

The purpose of this letter is to notify you that *(student)* will be suspended due to an incident that violates the Iowa City School District student code of conduct.

(Insert date of incident and brief overview)

An investigation of this matter was conducted. This matter was discussed with *(student name)* on *(date)*. *(Student)* was provided information about the allegations made, the basis for the allegations, and had the opportunity to explain the situation from their viewpoint.

I have included a copy of the board policy and administrative regulations pertaining to the suspension (Board Policy 503.1, Administrative Guideline 501).

Because of the serious nature of this incident, *(student)* will be suspended *(in school-out of school)* for *(number)* days. The suspension will be served from *(date - date)*. *(Student)* will be able to return on *(date)*. Please be advised that *(student)* will not be allowed on School or District property for extra curricular activities/sporting events for the duration of the suspension unless authorized in advance by your school principal.

It is important that academic progress not be interrupted due to this suspension. Course work, quizzes and exams missed during the suspension should be completed within a reasonable time period. We have compiled some coursework that can be retrieved in the main office. Please let me know if you need further assistance.

We have scheduled a re-entry meeting for *(student)* (if applicable - *date, time, location-otherwise delete*)

I appreciate your support with this matter. Please do not hesitate to call if you have any questions.

Sincerely,

Administrator's Name
Administrator's Title
School Name
School Phone Number

CC: School Board President (Send through Superintendent's Secretary), Director of Student Services

Date

To: *Student and parent*

RE: Student suspension

Dear *Student and parent*,

The purpose of this letter is to notify you that *student* will be suspended due to an incident that violates the Iowa City School District student code of conduct.

On *(date)*, *(student)* describe incident

An investigation of this matter was conducted. This matter was discussed with *(student)* on *(date)*. *(Student)* was provided information about the allegations made, the basis for the allegations, and had the opportunity to explain the situation from their viewpoint.

I have included a copy of the board policy and administrative regulations pertaining to the suspension. *(include board policies and list)*

Because of the serious nature of this incident, *(Student)* will be suspended *(in school or out of school and length of time)*. The suspension will be served on *(date(s))*. *(Student)* will be able to return on *(date)*. Please be advised that *(student)* will not be allowed on School or District property for extra curricular activities/sporting events for the duration of the suspension unless authorized in advance by your school principal.

It is important that academic progress not be interrupted due to this suspension. Course work, quizzes and exams missed during the suspension should be completed within a reasonable time period. We have compiled some coursework that can be retrieved in the main office. Please let me know if you need further assistance.

We have scheduled a re-entry meeting for *(student)* (if applicable - *date, time, location-otherwise delete*)

I appreciate your support with this matter. Please do not hesitate to call if you have any questions.

Sincerely,

Principal

CC: Superintendent's Secretary

Student Re-entry Form / Restorative Action Plan

Student Name:

Grade:

School:

Preferred Pronouns:

Placement Type: **Suspension** **30 Day Placement** **60 Day Placement**

Re-entry Date:

Student Strengths:

Admin Responsible:

Counselor:

Other Staff Committed to Student's Return Plan:

Student Concerns	
Parent/Guardian Concerns	
School/ Staff Concerns	

Restorative Interview Questions for the Student

How are you? What are you thinking/ feeling?	
What do you hope will be accomplished during this meeting? What would you like us to know?	
What harm did your actions cause?	
Who was harmed?	

What can you commit to in order to repair the harm caused? To make things right again?	
How can we keep this from happening in the future? What do you need?	
Identify trusted staff you can go to if you need help. How will you communicate if you need help avoiding negative interactions?	

Restoration, restitution: Actions to be taken to repair the harm – the damage, to “fix it” as much as possible in the way that addresses the needs and priorities of the victims and affected community members

Is there a need for repair of harm? YES NO

If yes, please share the plan to repair harm:

Mediation **Circle to Repair Harm** **Other**_____

Reintegration: Actions taken to re-connect and re-engage students– those whose behavior have damaged or impaired relationships. Healing actions.

We plan to re-connect and re-engage this student with their teachers/ classmates by:

Staff/ Student Meeting **Classroom Circle** **Other** _____

Support and nurturing strategies: Actions to be taken to strengthen connections in order to supportive persons and communities. Actions to be taken to strengthen wrongdoers and reduce the likelihood the behavior will be repeated.

In order to nurture a change in behavior, we will support the student with:

- The following Ripple Effects Lessons:**
- Dates:**
- Follow up conversation/ education will come from:**

Student Success - Team Should Review with Student & Parent

- Attendance
- Homework Needs
- Grades
- Credit Accrual
- Update, Review or Implement Support Plans
 - Tier 2 or 3 Academic or Behavior Support Plans (a Tier 2 SEBH intervention should be added, at a minimum, if the student isn't receiving special education supports)
 - Behavior Intervention Plan (if receiving special education supports and applicable)
 - 504 Plan (if applicable)
 - Safety Plans (if applicable)

Double Check

- Are everyone's concerns addressed in the plan?
- Does the plan clearly identify who is responsible for implementation of each part of the plan?

1. Student progress will be monitored by _____
 a. When?

2. The plan will be revisited _____ by _____.

3. Safety Plan Necessary? Yes No

If a plan is necessary, the plan should be developed in Infinite Campus under forms. Guidance for plan development is [here](#). Also, check the safety plan flag in Infinite Campus.