

# PROCEDURES FOR SUSPENSION

## INFORMATION FOR PARENTS AND GUARDIANS

This brochure must be given to the student's parent/guardian with the Notice of Suspension. It provides the following information for student and their parents:

- What to do if you have any concerns about your child's suspension
- How schools can support students after a suspension
- Where to go for further information and support.

For extra information on the suspension process, including roles and responsibilities, and what you can expect to have occurred prior to suspension, see suspension process.

### My child has been suspended, what does this mean?

Suspension is a disciplinary measure that involves temporary removal of a student from classes or school approved activities for a specified period of time. Your child will be allowed to return to class or the school approved activity after the set period of suspension.

### What will the principal have considered before suspension?

Before a student can be suspended, the principal must ensure that:

- The student has had the opportunity to be heard
- Any information or documentation provided by the student, or their parent/guardian has been considered in making the decision regarding suspension
- Other forms of action to address the behavior for which the student is being suspended have been considered.
- Frequency and severity of the situation
- The health and safety of the student and others.

### What is a dorm suspension only?

A dorm suspension means is a disciplinary measure that involves temporary removal of a student from the dorm. Your child will be allowed to return to the dorm after the set period of suspension. Dorm-only suspensions are given to students who are local and can still attend school during the dorm suspension. Transportation will need to be arranged during this time.

### What is an in-school (or in-dorm) suspension?

An in-school suspension means that a student remains on school grounds under supervision but does not attend class. This may include:

- Engaging the student in intervention activities to help improve their future behavior
- Pairing the student up with an experienced teacher or appropriate staff member for the day and accompanying that teacher to classes
- Participating in a work-based in-school suspension (e.g. working outdoors or preparation of educational materials)
- Providing a dedicated room or area where students can receive tutoring and catch up on their school work.

### How long can my child be suspended for?

The maximum continuous period of time a student may be suspended at any one time is 10 school days. If a student is suspended for more than 10 days in a school year, then they must complete a Manifest Determination review.

### What should I do if I am not sure if my child's behavior warranted a suspension?

Please review the Student Handbook which sets out the school's expectation in the areas of student engagement, respectful behavior, attendance and overall behavior. You can check the school's website to access it.

This will be a useful reference point in determining whether these expectations have been breached. Suspensions are a serious disciplinary measure and are reserved for incidents when other measures have not produced a satisfactory outcome.

Your child can be suspended if, while attending school, in the dorm, or engaged in any school activity away from the school (including travel to or from that activity), they:

- Behave in such a way as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person;
- Cause significant damage to or destruction of property;
- Commit or attempts to commit or is knowingly involved in the theft of property;
- Possess, use or sell or deliberately assist another person to possess, use or sell illicit substances or weapons;
- Fail to comply with any clear and reasonable instruction of a staff member so as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person;
- Consistently engage in behavior that vilifies, defames, degrades or humiliates another person based on age; breastfeeding; gender; identity; impairment; industrial activity; lawful sexual activity; marital status; parental status; physical features; political belief or activity; pregnancy; race; religious belief or activity; sexual orientation; personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.

- Consistently behave in an unproductive manner that interferes with the wellbeing, safety or educational opportunities of any other student.

It is the principal's responsibility to determine whether to suspend a student in any specific circumstances. If you have any concerns about the suspension process or your child's behavior, you are encouraged to contact the principal to discuss your child, your concerns, and the reasons and grounds for the suspension. It is important to remember that you can request a meeting with the principal at any point during a suspension process, even if the suspension has already been implemented.

If you do not feel your concerns have been addressed, you can contact the ASD Superintendent and request a phone call or meeting.

### What information will the school provide me with when suspending my child?

When a principal determines that a suspension is appropriate, the school must provide both you and your child with the following documents:

- Notice of Suspension
- This document

The principal should also provide you with the following information:

- The reasons for the suspension
- The school days on which the suspension will occur
- Where the suspension will occur (i.e. on school premises or otherwise)
- The contact details for additional support services for you and your child as appropriate
- The arrangements made for the provision of appropriate schoolwork for your child for the period of the suspension

### What will my child do when they are suspended? Does the school have to provide him/her with work?

A student will be given meaningful work to complete related to topics they are studying. They may be able to use their laptop to access their assignments.

### What happens at the end of the suspension?

Once the period of suspension has ended, your child will be supported to return to school.

If your child has been suspended for a period of three or more school days, a Special Programing Conference (SPC) meeting be held with the school, you and your child.

You can also request that a member of the Mental Health Team and a teacher also join the meeting if you feel your child needs additional support when returning to school or to address any behavioral issues that may have led to the incident that result in a suspension.

The purpose of this meeting is to provide an opportunity to discuss the following:

1. The school work completed during the period of suspension
2. The intervention strategies to be developed within and outside of the school to meet the educational, social and emotional needs of your child
3. The respective responsibilities of you, your child, the school staff and other professionals in supporting these strategies.

If you have any concerns about your child's suspension, please discuss these concerns with the school principal.

*Adapted from The Education State*

# ARKANSAS SCHOOL FOR THE DEAF

## Notice to Parent or Guardian of Student Suspension

Date: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

To the Parent/Guardian of: \_\_\_\_\_,

This notice is to inform you that the above-named student has been suspended from school for \_\_\_\_\_ days beginning \_\_\_\_\_ through \_\_\_\_\_. The student may return to school on \_\_\_\_\_. The student was suspended for one or more violation(s) of the Student Code of Conduct. The Code of Conduct violations are identified in the Student Handbook which is available on the school's website.

The event(s) and and/or rule violation(s) that led to the student's discipline include:

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In accordance with our procedures, the student was granted an opportunity at the pre-suspension hearing to ask questions, challenge the reason(s) for suspension, tell his/her side of the events that led to the suspension and otherwise explain his/her actions. At the

conclusion of the pre-suspension hearing the Administrator found that the suspension was warranted. The student is expected to be under the supervision of a parent/guardian throughout the suspension.

While the student is on suspension, he will be provided with school-work to complete. Please see your principal for detailed information.

In addition to the suspension, the following interventions will be implemented:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Parent Comments:**

**Administrator's Name:** \_\_\_\_\_

**Contact Information** \_\_\_\_\_

**Administrator's Signature** \_\_\_\_\_