

## SUSPENSION OF STUDENTS

Code **JKD-R** Issued **9/04**

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The board has conferred the authority on the director to suspend a student from an instructor's class or from the center. By law, such suspension will not be for more than 10 days for any one offense and for not more than 30 days in any one school year. However, the director may not suspend a student from school during the last 10 days of a year without approval of the board if the suspension will make the student ineligible to receive credit for the school year. The exception to board approval is if the presence of the student constitutes an actual threat to a class or the center or a hearing is granted within 24 hours of the suspension.

When the director is considering suspending a student, he/she must comply with the following.

- The director must have a conference with the student and the instructor. At this conference, the director will notify the student of the charges against him/her. If the student denies the charges, the director will offer the student an explanation of the evidence and an opportunity to present his/her side of the story. The director will keep a written record of this conference.
- On the day of suspension, the director will send, by regular mail, written notice of the action to the student's parent/legal guardian. The notice will state the reason(s) for the action taken, the effective dates of suspension, the parent's/legal guardian's right to a conference with the director, and a proposed time and place for the conference.
- At the parental conference, the director will discuss the charges and suspension with the parent/legal guardian. He/She will also discuss the proposed remedy and any follow-up procedures deemed desirable.
- The director will inform the parent/legal guardian either orally at the time of the conference or after the conference in writing of his/her decision, and provide the principal with a copy of any written response. The director will also advise the parent/legal guardian of his/her right to petition the board for a review of the decision in the event that he/she is dissatisfied.

This suspension is not only from the center, but from the student's feeder school as well.

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