

EXCLUSION

The Centennial School Board recognizes the need to maintain an atmosphere conducive to teaching and learning within the schools where staff and students feel secure. Students may be excluded from school in accordance with the terms and conditions of this policy.

The Superintendent is responsible for the implementation of this policy.

Policy: 3.8

Adopted: 05/27/80

Amended: 03/10/87

..... 03/12/91

..... 08/18/92

..... 06/10/97

..... 04/14/98

..... 08/14/01

..... 06/11/02

.....05/13/08

STUDENTS 3.0

EXCLUSION

I. Definitions:

- A. In-School Suspension is the temporary exclusion of students from the usual school routines and school activities, including extra-curricular activities, while requiring students to report to a designated location within the school to complete academic tasks.
- B. Out-of-School Suspension is the temporary exclusion of students from all school routines and activities, including extra-curricular activities, with the stipulation that they are not to return to school property or school activities until a designated date.
- C. Expulsion is the permanent exclusion or dismissal of students from the usual school routines and school activities, including extra-curricular activities.
- D. The term school property shall include all District buildings, District grounds or conveyances providing transportation to a school sponsored activity or site.
- E. Threat is a communication that constitutes a serious expression of intent to inflict harm, and which, therefore, constitutes a "true threat" that is not subject to protection under the First Amendment. Whether the communication constitutes a serious expression of intent to inflict harm shall be determined by weighing the following factors:
 - 1. The language used in the threatening statement
 - 2. The context in which the statements were made
 - 3. The reaction of the intended audience of the communication
 - 4. Whether the threat was communicated directly to the purported victim of the threatening statement
 - 5. Whether the victim had a reason to believe that the maker of the threat had a propensity to engage in violence.

II. Exclusion from Class/School:

- A. Students may be suspended or expelled for infractions including but not limited to the following:
 - 1. Any act or omission which constitutes a crime of the laws of the Commonwealth of PA and United States of America
 - 2. Possession of weapons or bringing weapons on School District property or to school sponsored events (Policy 7.19, Weapons/Explosive Devices and Caustic Substances)
 - 3. Physical attack on any staff member
 - 4. Physical attack on other student

ADMINISTRATIVE PROCEDURES REGARDING
EXCLUSION
PAGE TWO

5. Written or verbal threat to any staff member
 6. Written or verbal threat to any student
 7. Sale, use, or possession of drugs, designer drugs, look-alike drugs, drug paraphernalia, controlled substances, alcohol, alcoholic beverages or any substance represented as any one of the above on school property or during school activities (Policy 3.1, Drug/Alcohol)
 8. Intentionally damaging or destroying school property or another's personal property
 9. Theft of school property or personal property
 10. Violations of Policy 7.24, Acceptable Use of Computer Technology
 11. Any act or omission which threatens the health, safety or well being of others.
- B. Students may also be suspended for infractions including but not limited to the following:
1. Willfully disrupting the normal operation of the school
 2. Leaving school grounds without permission during the school day
 3. Use or possession of tobacco or tobacco products on school property or during school activities
 4. Chronic unexcused absence from class and/or lateness to school, class or other scheduled activities
 5. Refusing to serve detention
 6. Disrespectful behavior directed at a staff member or visitor
 7. Failing to comply with reasonable instructions of a staff member or published school rules
 - a. General rules and regulations may be found in student handbooks, teachers' manual, or other school publications.
 - b. Teachers are responsible for making their students aware of school rules.
- C. Due Process Rights
1. When a student is suspected of having committed an offense that could result in exclusion, a building administrator shall meet with the student to give the student the opportunity to hear the allegations and respond.
 2. If it is clear that the health, safety or welfare of the school community is threatened, this meeting need not occur prior to the suspension.

ADMINISTRATION PROCEDURES REGARDING
EXCLUSION
PAGE THREE

- D. When a determination has been made that an in-school or out-of-school suspension is warranted, a building administrator shall enforce the suspension in accordance with the following:
1. Parent* shall be contacted and notified of the reason(s) for the suspension.
 2. For out of school suspensions the administrator shall schedule a meeting or hold a phone conference with the parent prior to the end of the suspension to discuss the reason for the suspension and develop strategies to avoid future suspensions. Said meeting should be held at school.
 - a. Parent may be requested to remove the student from the school as soon as possible and a copy of a suspension letter shall be given to the student's parent or mailed.
 - b. If contact is not made with a parent or if the student is not removed from the school, the student shall remain in school until the close of the school day under the supervision of an administrator or a designated staff member.
 3. A letter shall be mailed to the parent stating the reason(s) for suspension, length of suspension, and the date and time for a conference (Attachment A).
 4. No suspension shall exceed three consecutive school days unless a due process hearing via a meeting or phone conference has been held with parent within the three-day period for the purpose of determining the length of the suspension period. No student shall be suspended for more than 10 consecutive school days without Board approval.
 - a. If a student's suspension from school is extended to include the maximum of 10 school days, a second parent conference shall be scheduled no later than the 10th day of suspension for the student's re-admittance to school on the 11th day.
 - b. If a parent refuses to participate in a scheduled meeting or phone conference, the principal may readmit the student.
 - c. If circumstances warrant that the suspension be extended beyond the original conference date, but no more than a total of ten days, the principal shall:
 - (1) notify the parents of the extended time period via first class mail;
 - (2) notify the Assistant Superintendent of the status of the case.
 - d. For purposes of exclusion of a child with an IEP or 504 Service Agreement from the child's current educational placement, a change of placement occurs if:
 - (1) The exclusion is for more than 10 consecutive school days; or
 - (2) The child is subjected to a series of exclusions that constitute a pattern because they accumulate to more than 15 school days in a school year, and because of factors such as the length of each removal, the total amount of time the child is removed, and the proximity of the removals to one another.

* Parent refers to parent or guardian

5. When a student is suspended for the third time, the student shall be referred to the building principal or the Child Study Team.
- E. Suspension of a mentally retarded student is a change in educational assignment requiring notice and provision of the opportunity for a due process hearing.
1. A building administrator who is considering the suspension of a mentally retarded student shall contact a Supervisor of Special Education to present the facts. If the incident warrants suspension, the chronology of events shall be recorded and submitted in writing immediately to the Director of Special Education/Pupil Services. The Supervisor of Special Education shall issue a Notice of Recommended Educational Placement (NOREP) to the parents concerning the change in educational assignment for the mentally retarded students being suspended..
 2. In emergency situations, the PDE Bureau of Special Education may approve suspensions, exclusions or interim changes of assignment for the mentally retarded student if:
 - a. Parental consent to the suspension could not be obtained
 - b. The student's continued presence in school presents a danger to himself/herself or to others. Examples of such emergency situations are:
 - (1) physical assaults or threatened assault on a staff member or student
 - (2) action of a criminal nature taking place on school property
 - (3) continuous disruptive conduct, which undermines classroom or school discipline

III. Expulsion Procedures: (In expulsion cases involving weapons, proceed to D and G. and refer to Policy 7.19 for additional procedures)

- A. When a student's behavior becomes disruptive to normal school processes, violates state laws or endangers the health, safety or welfare of the school community, or when repeated disciplinary actions have not caused the student to become a constructive school citizen, the principal may recommend to the Assistant Superintendent that the student be considered for expulsion from school.
- The principal, in recommending to the Assistant Superintendent that a student be considered for expulsion from school, shall prepare a report that includes the following:
1. A chronological list of incidents, which includes disciplinary action taken by the school.
 2. A review of the involvement and assistance provided to the student and his/her parents by the School District staff, including the involvement of staff from the Office of Special Education/Pupil Services.
- B. When a special education student's behavior merits consideration for expulsion, the principal shall immediately notify a Supervisor of Special Education/Pupil Services and convene the IEP team to conduct a manifestation determination. If the team finds that the student's behavior is a manifestation of his/her exceptionality, the case shall be referred to the IEP team for action and not to the Board for expulsion. If the team finds that the misconduct of the student is not a manifestation of his/her exceptionality, the student may be disciplined and subjected to the same disciplinary procedures as a non-disabled student; provided, however, that legal requirements for the provision of FAPE (Free Appropriate Public Education) are followed.

ADMINISTRATION PROCEDURES REGARDING
EXCLUSION
PAGE FIVE

- C. The Assistant Superintendent shall conduct a pre-expulsion hearing to evaluate the disciplinary record. If the Assistant Superintendent finds that the circumstances warrant expulsion, the recommendation for expulsion shall be sent to the Superintendent for review.
- D. When the Superintendent believes an expulsion is warranted, a hearing shall be convened before the School Board, a duly authorized committee of the Board, or a duly qualified hearing examiner. The student and parent(s) shall be given the rights afforded to them pursuant to the School Code and other regulations and appropriate notice shall be forwarded to the student and parent(s) notifying them of the date of the hearing and the rights afforded to them pursuant to the law.
- E. If expulsion hearings are to be conducted by a committee of the Board, or a duly qualified hearing officer, the School Board shall establish the mechanism for those options prior to the scheduling of the expulsion hearing.
- F. Expulsion from school must be acted on by the School Board at a public meeting upon recommendation of the Superintendent (Section 1318 Pennsylvania School Code). The Assistant Superintendent shall notify the student and parent of the Board's action in writing via certified mail and first class mail.

TEMPLATE

USING YOUR LETTERHEAD

Dear

I am writing to inform you that _____ has been suspended temporarily from school, effective _____, for _____

For readmission, it is necessary for you and your child to have a conference with me on _____ at _____. The temporary suspension is in effect until the time of the conference.

No student may be on school grounds while under out-of-school suspension without being considered a trespasser and cited as such by the local police department. The ONLY exception is attendance at the parent/administrator conference, should it be scheduled during the time of suspension; in which case the student must remain in the company of his/her parent(s)/guardian while on campus.

The school strongly suggests that while on out-of-school suspension, the student be kept at home either doing schoolwork or being of some assistance to his/her parents. Requests for school assignments should be directed to the school counselor. The student will be expected to take the initiative upon reinstatement to gather assignments missed and to make them up. Days of unexplained absence beyond the suspension date(s) will be considered illegal or unexcused.

As indicated above it is the student's responsibility to make up work missed during the suspension period and arrange to take any tests missed. Should you have any questions, please contact me at _____.

Sincerely,

cc: File