KEYSTONE OAKS SCHOOL DISTRICT

Section PUPILS

# **Policy Guide**



Γitle	SUSPENSION AND	D EXPULSION

Adopted AUGUST 21, 1989

Last Revised <u>DECEMBER 5, 2023</u>

	POLICY NO. 233 SUSPENSION AND EXPULSION	
Section 1	Purpose	
	The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.	22 PA Code 12.6, 12.7, 14.143 20 U.S.C. 1400 et seq 34 CFR Part 300
Section 2	Authority	
	The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.	22 PA Code 12.6, 12.8 SC 1318
Section 3	Guidelines	
	Exclusion from School – Suspension	
	The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the person in parental relation and the Superintendent in writing when the student is suspended.	SC 1318 22 PA Code 12.6
	No student may be suspended without notice of the reasons for which the student is suspended and an opportunity to be heard on their own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required	22 PA Code 12.6

where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

When a suspension exceeds three (3) school days, the student and person in parental relation shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the District shall offer to hold it within the first five (5) days of the suspension.

22 PA Code 12.6, 12.8

Informal hearings under this provision shall be conducted by the building principal.

#### Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

22 PA Code 12.8

#### **Due Process Requirements for Informal Hearing**

22 PA Code 12.8

- 1. The student and person in parental relation shall be given written notice, in their native/preferred language, of the reasons for the suspension.
- 2. The student and person in parental relation shall receive sufficient notice of the time and place of the informal hearing.
- 3. The student may question any witnesses present at the informal hearing.
- 4. The student may speak and produce witnesses who may speak at the informal hearing.
- 5. The District shall offer to hold the informal hearing within five (5) days of the suspension.

# <u>Exclusion from Class – In-School Suspension</u>

No student may receive an in-school suspension without notice of the reasons for which the student is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The person in parental relation shall be informed of the suspension action taken by the school. 22 PA Code 12.7

Should the in-school suspension exceed ten (10) consecutive school days, the student and person in parental relation shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh (11) day of inschool suspension. The procedure shall be the same as the procedure for informal hearings in connection with out-of-school suspensions.

22 PA Code 12.7, 12.8

The District shall provide for the student's education during the period of in-school suspension.

22 PA Code 12.7

Students are not permitted to participate in any District extracurricular activities or interscholastic athletics or attend district events while serving an in-school suspension.

#### **Expulsion**

**Expulsion** is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the District rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.

SC 1318 22 PA Code 12.6, 12.8

However, a voluntary expulsion may be entered into between the District and the student's person in parental relation whereby the parties agree to not go through a formal Board expulsion hearing and agree to the terms in a voluntary expulsion agreement. The voluntary expulsion agreement would need to be ratified by the Board as presented by the Superintendent.

## **Expulsion Hearings**

A formal hearing shall be required in all expulsion actions except in those circumstances where a voluntary expulsion has been agreed upon between the District, student, and those in parental relation to the student.

22 PA Code 12.6, 12.8 SC 1318 2 Pa. C.S.A. 101 et seq

The formal hearing shall observe the due process requirements of:

22 PA Code Sec. 12.8

- 1. Notification of the charges in writing by certified mail to the student's person in parental relation in their native/preferred language.
- 2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
- 3. The hearing shall be private unless the student or person in parental relation requests a public hearing.
- 4. Representation by counsel at the person in parental relation expense and person in parental relation may attend the hearing.
- 5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
- 6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
- 7. The right to testify and present witnesses on the student's behalf.
- 8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.

- 9. The hearing shall be held within fifteen (15) days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking their rights under the Individuals with Disabilities Education Act (IDEA).
  - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
- 10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

## **Adjudication**

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

# <u>Attendance/School Work During Suspension and Prior to</u> Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.

Students serving an out-of-school suspension are not permitted to participate in any district extra-curricular activities, interscholastic athletics or attend district events. Students are not permitted on district property without prior permission of the building principal while serving their suspension.

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten school day suspension. 2 Pa. C.S.A. 101

22 PA Code 12.6 Pol. 204

If it is not possible to hold the formal hearing within the first ten (10) school days, the District may exclude such a student from class for up to five (5) additional – fifteen (15) total school days if, after an informal hearing, it is determined that the student's presence in their normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

# Attendance/School Work after Expulsion

Students who are under eighteen (18) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

22 PA Code 12.6 SC 1326 Pol. 204

The person in parental relation has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the person in parental relation is unable to provide for the required education, the District shall, within ten (10) days of receipt of the person in parental relation notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

#### Students with Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.

Pol. 113, 113.2

# Section 4 Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.

Pol. 218

- 2. Procedures that ensure due process when a student is being deprived of the right to attend school.
- 3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.

Pol. 113.4, 216

- 4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be referred to by code.
- 5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

Previously Revised: March 19, 2019; November 21, 2013; October 19, 1998

#### References:

PA School Code – 24 P.S. Sec. 1318, 1326

State Board of Education Regulations – 22 PA Code Sec. 12.6, 12.7, 12.8, 14.143

Education of Individuals with Disabilities – 20 U.S.C. Sec. 1400 et seq

Assistance to States for the Education of Individuals with Disabilities – 34 CFR Part 300

Local Agency Law – 2 Pa. C.S.A. Sec. 101 et seq

Board Policy – 113, 113.2, 113.4, 204, 216, 218