

---

The principal of a school may suspend any pupil for any violation of the Student Code of Conduct and/or state criminal law occurring at or disrupting school or a school function. Such suspension will be for a period not longer than 10 days.

### **I. SUMMARY SUSPENSION**

If the principal witnesses any serious student misconduct and immediate removal of the student(s) is necessary to restore order or to protect persons on the school grounds, the principal may after hearing from the student suspend the student immediately for not more than the 10 school days.

Once a principal has decided to suspend a student, he/she will follow the procedures described below for sending a student home during the school day.

### **II. SHORT-TERM SUSPENSION**

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time but not longer than ~~ten~~ 10 school days. The principal may invoke a short-term suspension after conducting a (Level I) investigation that will at a minimum consist of a formal or informal interview with the student wherein the principal will explain the nature of the offence and give the student an opportunity to respond.

### **III. SENDING A SUSPENDED STUDENT HOME DURING THE SCHOOL DAY**

When a student is suspended, the principal will attempt to reach the student's parents or legal guardian (hereinafter the term parent(s) including legal guardian) to inform them of the school's action and to request that they come to the school for their child. If the parents are unable to come for their child, or if the principal cannot reach the parents, the student must remain on school property until the close of the school student day (except that a high school student may be sent home if there is a parent at home).

Notwithstanding the above requirement that a suspended student be released only to a parent, the principal may order students to leave the school premises immediately when he/she is faced with mass violations to school rules and it is not possible to keep the students on school grounds and restore order to protect people on the school grounds. Even in this case, distance to home and the age and sex of the individual student may require keeping him/her until the parents can be contacted.

### **IV. INFORMING THE PARENTS IN CASES OF SHORT-TERM SUSPENSION**

When a student is suspended, the principal will:

1. Send a statement to the parents fully describing the misconduct, stating the rule violated, and stating the principal's reasons for action;
2. Make every effort to hold a conference with the parents before or at the time of the students return to the school;
3. Secure written statements and keep on file all documents and relevant information received about the misconduct.

## **V. IN-SCHOOL SUSPENSION PROGRAM**

The In-School suspension program is a program designed to provide students with a school-based consequence rather than to suspend them out of school. Students assigned to in school suspension will be afforded appropriate due process. The program is designed to isolate students from the regularly assigned classrooms and activities of the school until they demonstrate sufficient adjustment to warrant returning to their previously assigned classes. The program allows the student to continue progress relative to classroom assignments.

When a student is assigned to the In-School Suspension program, the principal/designee will attempt to reach the student's parents or legal guardian to inform them of the school's action. A letter will be sent to the parents stating the rule violated, the period of suspension and the rules of the In-School Suspension Program.

The two types of in-school suspension programs provided for Cherokee County students are:

- In-School Suspension - this program is housed in the regularly assigned school.
- Alternative School - this school is specifically organized to house students suspended for five days or more and can be located away from the regularly assigned school.

## **VI. SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES**

Students with Disabilities (SWD) served with an Individualized Education Plan or a 504 plan must be afforded a meeting to determine if the misconduct is related to or caused by the diagnosed disability. If it is concluded that the misconduct is the result of a diagnosed disability the student may not be punished. If it is determined that the misconduct does not arise from the diagnosed disability and is not attributable thereto, the student then is subject to discipline, however, under no circumstances can special educational services be discontinued altogether for a handicapped child.

**VII. LONG-TERM SUSPENSION/EXPULSION**

Where the suspension/expulsion is for a period in excess of ten days or where outright expulsion is involved, either for the remainder of the school year or longer, the student must be afforded (Level II) due process rights of notice and hearing, which are more formal than those involved where suspension is for ~~ten~~ 10 days or less. In the case of long-term suspension/expulsion, due process will include those procedures required by O.C.G.A. § 20-2-754 as amended.

**VIII. SCHEDULING THE HEARING**

In accordance with state law, due process hearings must generally occur within 10 school days of a student's short term suspension from school. This time period may be extended upon the parent's or adult student's written request or to conclude complicated investigations. In order to postpone a hearing based upon the parent's or adult student's request the parent must agree in writing to waive the scheduling requirement and keep the student out of school until the hearing can be rescheduled. If the hearing is postponed as a result of the school's request or because the student is served by an IEP or 504 plan the student will be allowed to return to ISS pending the rescheduled hearing. In some cases, a student may be returned to school prior to a hearing as a result of their IEP or 504 plan.

---

**ADOPTED: August 2, 2001**  
**REVISED: September 1, 2016**

**Cherokee County Board of Education**