



## 2017-18 Out-of-School and In-School Suspension Guidelines

### Out-of-School Suspension Guidelines

The principal or principal's designee shall do the following when considering suspension: (F.S. 1006.09)

- Provide verbal notice to the student of the charges and an explanation of the evidence against him or her prior to assigning a suspension.
- Give each student an opportunity to present his or her side of the story and present a written statement.
- Make a good faith effort to immediately inform the student's parents by telephone of the violation(s), and the potential for the student's suspension.
- Make a good faith effort to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions requiring immediate suspension, or in the case of a serious breach of the Code of Conduct.
- Document each suspension and the reason for the suspension on the Student Event and Discipline Report (MIS 413) and provide a copy to the parent within 24 hours. This must be done in person or by U.S. mail.
- Parent notification must:
  - Be in the parent/guardian's primary language, to the extent feasible
  - Explain the alleged misconduct and the school district rule(s) alleged to have been violated
  - Identify the corrective action or discipline being proposed
  - Explain that students who are suspended from school shall be allowed to make up work for full credit and the process they should follow to make up any work
  - Explain the rights of the student and/or his or her parent(s) or guardian(s) to appeal the allegation(s) and the proposed action, and tell them how to make an appeal
  - Explain that the appeal must be in writing and received by the principal within three (3) days
- Students who are serving out-of-school suspension shall be excluded from all District or school sponsored activities taking place at any District School Board of Pasco County school or campus, at any school function or on any school sponsored transportation, including but not limited to extracurricular, co-curricular, student organizations, graduation ceremonies, dances, and other events. Suspended students may not be on the campus of the zoned school or any Pasco County school at any time for any reason, unless accompanied by a parent for a scheduled meeting with school staff.
- Students who have been assigned out-of-school suspension (OSS) may make up all missed assignments and tests for full credit.
- A student may only be suspended out-of-school for ten (10) days at a time per state statute. (F.S. 1103.01)
- Expulsion or Disciplinary Alternative Placement (DAP) recommendations will override any school based OSS appeals. The OSS will be considered at the district level appeal for the expulsion or DAP.

### School Level Appeal Process for Out-of-School (OSS) Suspension and Bus Suspensions

- If a student or parent/guardian believes a proposed disciplinary action is unfair or that the allegations are unfounded, the student or parent/guardian may request a formal appeal. The formal appeal may be initiated verbally or in writing and presented to the principal within three (3) school days of the discipline decision. Verbal requests for appeals must be followed up in writing. The written appeal should:
  - Briefly state the facts involved
  - State a proposed solution to the problem
  - Be copied to the school staff member(s) involved
- The student will return to school or resume bus transportation pending the school level OSS or bus suspension appeal.
- The Superintendent or designee may only ban a student from campus or the bus during formal appeal if the student's presence poses an imminent threat of danger or risk of a major campus disruption as defined elsewhere in this document. In such cases, the appeal shall be expedited.
- Requests for formal appeals must be received within three (3) days of being notified of the proposed suspension. If not appealed within that time frame, the discipline will be implemented and the parent/guardian will have no further right to appeal.
- Suspension of extracurricular activities will remain in effect during the appeal process.
- The principal or designee will review the grievance and meet with the

student and parent/guardian for the appeal. Upon principal discretion, a neighboring principal or other administrator may hear the appeal if the building principal assigns the original referral.

- The person hearing the case cannot have been a witness to, have assigned the original consequence or have been otherwise involved in the incident that resulted in the proposed discipline.
- For suspensions of one (1) to five (5) days, the principal's decision regarding the appeal shall be final. In the case of six (6) to ten (10) days of OSS, the principal's decision may be further appealed to the Superintendent or designee.

### District Level Discipline Appeals for Six (6) or More Days of Out-of-School Suspension (OSS) or Bus Suspension

In cases of OSS or bus suspension for six (6) or more days, the principal's decision may be further appealed to the Superintendent or designee. The Superintendent or designee may uphold, reverse, or modify the suspension. The following process is used:

- Prior to any district level appeal of OSS or bus suspension, the matter must FIRST be heard at the school level (except when the OSS or bus suspension is accompanied by a recommendation for expulsion, Disciplinary Alternative Placement (DAP) or bus expulsion).
- If the principal upholds the recommended suspension at the school level, the parent/guardian or student may request an appeal hearing from the Superintendent or designee.
- This request must occur within three (3) school days after the school level appeal. The request for an appeal hearing may be initiated in writing or verbally. However, verbal requests must be followed up in writing.
- The Superintendent level appeal will be scheduled at the District School Board of Pasco County office in Land O'Lakes.
- If the request for an appeal is not received within three (3) school days, the school will then proceed with the recommended proposed OSS or bus suspension, and student or parent/guardian will not have any further opportunity to appeal the matter.
- The student will return to school or resume bus transportation pending the district level OSS or bus suspension appeal.
- The Superintendent or designee may only ban a student from campus or the bus during the formal appeal if the student's presence poses an imminent threat of danger or risk of a major campus disruption as defined elsewhere in this document. In such cases, the appeal shall be expedited.
- Suspension of extracurricular activities will remain in effect during the appeal process.
- The decision of the Superintendent's designee is **final** on an OSS or bus suspension appeal.

### In-School-Suspension (ISS) Guidelines

Principals and their designees may assign ISS to a student for violating the Student Code of Conduct as indicated on the Discipline Matrix.

- A student may be assigned no more than ten (10) days per offense.
- Parents must be notified in writing (Student Event and Discipline Report - MIS #413) of any ISS assignment within 24 hours.
- Assigned ISS can only be appealed at the school level.
- If a student or parent/guardian believes a proposed disciplinary action is unfair or that the allegations are unfounded, the student or parent may request a formal appeal. The formal appeal may be initiated verbally or in writing and presented to the principal within three (3) days of the discipline decision. Verbal requests for appeals must be followed up in writing. The written appeal should:
  - Briefly state the facts involved
  - State a proposed solution to the problem
  - Be copied to the school staff member(s) involved
- The principal or designee's decision regarding the appeal shall be final.
- The person hearing the case cannot have been a witness to, have assigned the original consequence or have been otherwise involved in the incident that resulted in the proposed discipline.
- Students will be isolated from the mainstream of the school while in ISS and will be ineligible to participate in extracurricular activities on the day the student serves ISS.
- *Students who are placed in Detention/ISS will be entitled to complete make-up work (classwork, homework, assessments, etc.) while in Detention/ISS program for full credit. Any such absence shall be marked as excused.*

**Pasco County Ordinance sec. 66-153(2)(b) provides that a minor who has been suspended or expelled from school may not be or remain in a public place, in any establishment, or within 1,000 feet of a school during the hours of 9:00 a.m. to 2:00 p.m. during any school day.**