



Pasco County Schools

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

2016-17 Out-of-School and In-School Suspension Guidelines

Out-of-School Suspension Guidelines

Principals and their designees may suspend a student for violating the District School Board of Pasco County Student Code of Conduct as approved by the School Board.

- Provide verbal notice to the student of the charges and an explanation of the evidence against him or her.
 - Students shall not be suspended for skipping, tardiness, absence, leaving campus without permission or truancy.
- 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 discipline referral and coding form, 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 credit and the process they should follow.
 - Explain the rights of the student and/or his/her parent(s) or guardian(s) to appeal the allegation(s) and the proposed action, and tell them how to make an appeal; and
 - Explain that the appeal must be in writing and received by the principal within three (3) days.
- 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.
- 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.
- Students who have been assigned out-of-school suspension (OSS) may make up all missed assignments and tests for full credit. See Discipline of Students with Disabilities section for MDM information.

School Level Appeal Process for Out-of-School Suspension

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) 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.
- Once the principal has received the signed grievance/request for appeal, the suspension may be lifted until the matter is resolved. Participation in extracurricular activities including sports may be suspended during the appeal process.
- If parents'/guardians' request for an appeal is not received within three (3) school days after receiving notice of the corrective action or discipline being proposed, the school will impose the proposed consequence, and parents'/guardians will not have any further opportunity to appeal the matter.
- Parent/guardian should be provided with redacted copies of witness statements, social media printouts, or other evidence upon request. A parent/guardian may request copies of videotape surveillance; however,

they will be responsible for the cost associated with redacting the video thereby protecting student confidentiality.

- For students with disabilities (Section 504 and IDEA, excluding gifted only), a Manifestation Determination Meeting (MDM) must convene within ten (10) days of any decision to change placement and prior to the 11th day of removal of the student from his/her current educational placement. In cases of infractions involving 6 or more days of OSS or expulsion, please refer to the next section.
- When disciplinary infractions for students with disabilities involve weapons, drugs, or serious bodily injury, placement in an interim alternative educational setting for up to 45 days is allowed (State Board of Education Rule 6A-603312).
- For suspensions of 1 to 5 days, the principal's decision regarding the appeal shall be final. In the case of 6 to 10 days of OSS or recommended expulsion, the principal's decision may be further appealed to the Superintendent or designee.

District Level Appeal Process for Out-of-School Suspension

- In cases of 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.
- Prior to any district level appeal of OSS, the matter must FIRST be heard at the school level (except when the OSS is accompanied by a recommendation for expulsion or Disciplinary Alternative Placement).
- If the principal upholds the recommended suspension, 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. Verbal requests must, however, 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 suspension, and student or parents/guardians will not have any further opportunity to appeal the matter.
- The student will return to school pending the District Level OSS Appeal.
- The Superintendent or designee may only ban a student from campus 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.
- Suspension of extracurricular activities will remain in effect during the appeal process.
- The decision of the Superintendent's designee is final on an OSS appeal.

District Appeals: Missy Munroe (813) 794-2629 ~ nmunroe@pasco.k12.fl.us

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 (MIS #413) of any ISS assignment within 24 hours.
- Assigned ISS can only be appealed at the school level.
- 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 principal's 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.

All missed work, assessments, tests and similar activities missed due to OSS and ISS may be made up for full credit.