

Parent/Guardian Conference

As a result of student misbehavior, the school may arrange a conference with the parent/guardian. An effort will be made to arrange the conference at a time that is convenient for the parent/guardian and school staff involved. If it is impossible for the parent/guardian to meet at the school, an alternative means of discussion will be arranged.

The conference will be arranged by telephone. If contact by telephone is impossible, the parent/guardian will be contacted by mail.

If the parent/guardian is unable to attend or chooses not to attend the conference, the conference will be held with the student. The administrator will report the results of the conference to the parent/guardian.

The purpose of the conference will be to discuss the problem(s) and possible solutions with appropriate school staff. School records and discipline records will be available at the meeting. The student may be invited to the meeting. The results of the meeting will be recorded on the Pupil Disciplinary Referral Form and kept by the school.

The Role of the School Guidance Counselor

It is recommended that the guidance counselor be notified of referrals and disciplinary action taken. The guidance counselor may provide help to the student through individual or group counseling. The guidance counselor also may refer students to the Family Resource and Youth Services Centers (FRYSCs), to community agencies, or to JCPS Safe and Drug-Free Schools/Student Relations for assessment. A teacher, administrator, or parent/guardian may refer a student to the guidance counselor for assistance.

Suspension Procedures

A principal, assistant principal, or head teacher can suspend a student for offenses as outlined on the Behavior Violations and Consequences charts on pages 18 and 19.

- ECE students, those who are disabled under Section 504 of the Rehabilitation Act of 1973, and students who are being assessed for suspected disabilities have additional rights guaranteed under federal and state laws. These are addressed on page 12.
- A short-term, local school suspension is for one to five school days.
- A long-term, Central Office suspension is for 6 to 20 school days.
- Long-term suspensions may be referred to the assistant director of Student Relations for a conference and decision.
- An ECE student may not be suspended to the Central Office for fewer than three school days.
- A suspension of one to ten school days requires an informal hearing in which the student is told of the charge against him or her, is given a chance to present his or her

perspective regarding the incident, and is given the right to appeal the decision. If a student is believed to be a danger to him- or herself or to others, he or she may be suspended first and an informal hearing will be scheduled afterward (within three school days).

- A long-term, Central Office suspension of 11 to 20 school days requires a formal hearing unless such a hearing is waived by the parent/guardian. The procedures for a formal hearing are outlined on page 11.
- A student on suspension cannot enter the school or go on any JCPS school grounds unless arrangements for him or her to do so are made with an administrator. A student cannot attend any day or night JCPS-sponsored function or ride a JCPS bus. Any violation of these conditions will result in further disciplinary action.
- Make-up work may be requested by a student within three school days of his or her return from suspension. Make-up work will include only written daily work, tests, and major projects. Some classwork cannot be duplicated and therefore cannot be made up. Make-up work will be provided to the student as arranged with the teacher. The student will have the number of school days of suspension plus one school day from the time he or she receives the make-up work to submit it to the teacher. When an absence or suspension occurs at the end of a semester or school year, the student or parent/guardian can make arrangements with the school administrator to take tests and turn in major projects (see page 21).
- A suspension will be for a definite number of school days and cannot be extended except in the case of pre-expulsion procedures.
- Within one day of the informal hearing, the administrator will inform (verbally and/or in writing) the parent/guardian of the decision to suspend a student.

Suspension Truancy Off-Site Program

As an alternative to a suspension from school, a local school administrator may refer students in grades four through twelve to STOP. Students in STOP will receive instruction at one of seven regional centers and receive credit for their attendance and classwork. If a student is assigned to STOP and fails to attend, he or she is suspended from school. Students who are under suspension for a drug offense, weapons violation, or assault or who are considered to be a danger to themselves or others are not eligible for STOP. The district does not provide transportation to STOP sites.

Formal Hearing

When a student has been suspended to the Central Office for 11 to 20 school days, he or she is entitled to a formal hearing.

- The hearing will be held within three school days of notification of suspension.
- The parent/guardian will be notified of the date, time, and place of the hearing.
- The hearing officer will be appointed by the superintendent/designee.
- Written charges and information collected to support the charges will be provided to the student and the parent/guardian.

Simpson, Kim - Principal

From: Jones, Cheryl - Kenton County
Sent: Monday, February 20, 2012 1:53 PM
To: Simpson, Kim - Principal
Subject: Re: Suspension

It does make sense. Although I understand the philosophy of not letting them get credit for the work, it really is a double-edged sword when they don't do the work and miss out on the content but those kids aren't going to do the work if they don't get credit. We both know that kids who are suspended aren't the best students who value education either!!

Although it is not a formalized policy, we have the students make up all work while suspended and teachers give credit to 76%, max. I do think that some teachers give full credit, which is ok with me too.

Hope that helps.

Sent from my iPad

On Feb 20, 2012, at 1:47 PM, "Simpson, Kim - Principal" <kim.simpson@southgate.kyschools.us> wrote:

We have a Code of Conduct with levels of consequences, including suspension, but our council is wanting to develop a policy that includes more detail for the classroom teacher-such as, is work allowed to be made-up, if so, how much is it worth and how much time is a student given. At the present time, some teachers are enforcing no make-up during suspension and others are accepting make-up work for a portion of the original value. I hope this makes sense.

From: Jones, Cheryl - Kenton County
Sent: Monday, February 20, 2012 1:44 PM
To: Simpson, Kim - Principal
Subject: Re: Suspension

Would you like to see our district code of acceptable behavior? It has the infractions and the levels of consequences, including suspension.

Sent from my iPad

On Feb 20, 2012, at 8:49 AM, "Simpson, Kim - Principal" <kim.simpson@southgate.kyschools.us> wrote:

Good Morning,

Our school has recently encountered a need for a suspension policy and I was wondering if anyone had one they would be willing to allow us to use as a starting point. Any assistance is greatly appreciated.

Thank you,
Kim Simpson
Principal
Southgate Ind. School
(859) 441-0743