

SUSPENSION PROCEDURES

Following are the suspension and expulsion procedures for Portland Public Schools, excerpted from the school district's Administrative Directive on Student Suspension & Expulsion Procedures. To view the Administrative Directive, on online go to http://www.pps.k12.or.us/files/board/4.30.021_ADSuspensionExpulsionFinal_4.9.10.pdf

A suspension temporarily denies a student the right to attend school, or classes and school activities, for a period up to ten (10) consecutive school days except as provided below.

General procedures: When a student's conduct may involve a suspension, the principal or designee shall:

- Follow the initial procedures for discipline referrals:
- Ensure a thorough investigation.
- Determine if the student has a behavior support plan, 504 plan, or Individualized Education Plan and if so, if it has been followed.
- Consider if previous attempts have been made to intervene in the misconduct.
Reference [4.30.020-AD](#).
- Ensure that suspension is appropriate as a discipline option for the suspected misconduct.
- Conduct an **informal suspension meeting** with the student to inform the student of the suspected misconduct in language the student can understand and give the student the opportunity to explain his/her side of the story. The principal or designee shall decide on any appropriate disciplinary action and may consider in-school suspension as an option if facilities and staff are available.
- Make a good faith effort to notify the parent/guardian by phone and shall also notify the parent/guardian in writing in the student's home language, including the conditions for reinstatement and appeal procedures, if the student is suspended in-school or out-of-school. Personal contact shall be made with a parent/guardian before an elementary or middle school student or a student with disabilities may be sent home.
- Provide **homework** upon request to students who are suspended out of school. To ensure continuation of learning, suspended students are expected to complete schoolwork during their time of suspension. Upon request the student shall be told of assignments during the period of suspension. Students shall be given make-up assignments, projects, or examinations only when those activities will be graded and used to determine a grade for the course. Teachers are not required to spend time working with a student to prepare assignments because of the student's misbehavior.

When suspension takes effect: A student's in-school or out-of-school suspension becomes effective after the informal suspension meeting and notification of the parent/guardian or at the end of the school day.

Returning to school: A meeting with the parent/guardian ordinarily must be held prior to a student returning to school after a period of suspension to seek resolution of the misconduct and review ways of improving student behavior. A parent/guardian may request a meeting with the principal or designee to develop a plan of action for the student to prevent further incidents.

Emergency Suspension

When there is a health or safety emergency requiring immediate exclusion of a student from the learning environment, the principal or designee shall notify the parent/guardian. The informal suspension meeting may be delayed for up to three (3) working days.

Contesting a suspension: A student or parent/guardian may contest the suspension first by requesting a conference with the principal if the principal did not make the initial suspension decision, and then by requesting a review by the district staff responsible for supervising the school the student attends. This is the final level of review for suspension.