

**School District**  
**of**  
**Okeechobee County**



**Discipline Procedures Manual**

**Revised 2015**

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## **Introduction**

The procedures outlined in this manual have been adopted for the purpose of directing the processing of recommendations for student expulsion and the administrative assignment of students. Everyone involved in the processing of student discipline matters must have a common understanding of what is required for proper processing of each disciplinary action. It is important to keep in mind the legal implications and the professional impressions associated with the quality of the paperwork submitted in conjunction with each disciplinary matter.

Thorough completion of all forms, including accuracy in detail and timeliness of submission, is crucial to ensuring this process proceeds as proficiently and expeditiously as possible. It is imperative that all paperwork submitted be neat and legible. Members of the School Board, the Superintendent, and the Director of Student Services will closely review statements written by students, teachers, parents and administrators for both substance and clarity. Students, parents, attorneys, hearing officers, investigators from the Office of Civil Rights, other government agencies, and judges at both the state and federal level may also examine the documents. **Failure to comply with applicable law, regulations, or policy may subject the School Board to adverse legal consequences.**

## **Implementation of the Student Code of Conduct**

The statement of the infractions and the range of penalties stated in the Matrix found in the Student Code of Conduct define the nature of the process involved in any given disciplinary matter. The Matrix is to designate the penalty of penalties that may be imposed for a specific disciplinary infraction.

## **Initial Referral**

The initial referral is completed by the teacher or administrative staff who witnesses the event. In the absence of a witness, the referral is completed by the person who initially became aware of the occurrence.

Referrals state facts and are specific about the event. It is essential that these observations be written in objective terms that document observations and not include subjective narrative or speculative commentary on the part of the teacher. Referrals are legal documents and must be clear, concise and unbiased.

The referral will be investigated by the Dean or Administrator as assigned by the Principal. The rights of the student, victims, and witnesses must be protected at all times. Witnesses shall provide a written statement whenever appropriate for their age and ability. The accused student will have the opportunity to tell his/her side of the story and to list persons who were witnesses. All witnesses listed by the accused, the witnesses, and the person writing the referral shall be interviewed. The Code of Conduct lists the consequences applicable to each offense. The

consequence must match the offense and be in compliance with a progressive discipline plan. The most severe consequence may not be applied to the first offense unless there are extenuating circumstances noted in the discipline report.

The consequence assigned to the referral will be noted on the referral along with the parent notification. It is imperative that all infractions resulting in disciplinary action or consequences be documented through the referral process. In order to protect a student's right to due process, there must be a referral, an investigation, and the opportunity for a student to respond to the accusation prior to consequences or disciplinary action being taken,

### **Discipline Hearings**

Hearings may be requested for suspensions or expulsions. Attendance at all hearings is required by the school administrator who is familiar with the facts of a case and the rationale and facts underlying the recommendation for suspension or expulsion. The school administrator shall insure that any additional members of the faculty, staff or student body are present to provide testimony as necessary.

Parents/students may request a formal hearing when there is a dispute as to the facts of the case involving a recommendation for expulsion. Parent/student may waive a formal hearing and agree to proceed with the suspension/expulsion. Failure for the parent to respond within the timeline (once notice of hearing rights is delivered) will be deemed a waive of the Right to a Hearing.

### **Suspension**

When an offense is listed in the Code of Conduct with one of the possible consequences as being suspension, the Principal or designee will investigate the event. The student will have the right to provide information that supports his/her description of the situation and to provide witness names. Due diligence must be made to determine the facts of the situation. A good faith effort shall be made by the principal or designee to employ parental assistance or other alternative measures prior to suspension except in the case of emergency or disruptive conditions which require immediate suspension.

When the consequence is determined to include an out-of-school suspension, the student must be informed of the charges against him/her and an explanation of the evidence prior to the suspension. The principal or designee must make every effort to immediately inform a student's parent by telephone of a student's suspension and the reasons for the suspension. Each suspension and the reasons for the suspension shall be reported in writing, using the District approved Suspension Letter, within 24 hours to the student's parent by United States mail. Any forms or logs documenting delivery of the Suspension Letter must be maintained with other discipline records. Additionally a report of each suspension is faxed to the Sheriff's Office, Police Department, Superintendent's Office, and the ESE Department on the county approved form.

If a suspension is being recommended due to a series of events, there must be documentation of attempted interventions, progress-monitoring of the interventions, and parental assistance in correcting the behavior. In lieu of parental assistance, there must be documentation of a good faith effort to involve the parent in the development and implementation of the interventions.

No student shall be suspended for unexcused tardiness, lateness, absence or truancy.

All witness statements, evidence, and video/photos should be preserved in the event the parent requests a Suspension Hearing. **The parent must be informed of his/her right to a suspension hearing when he/she is informed of the suspension.** If a parent requests a Suspension Hearing prior to the suspension occurring, the suspension shall be held in abeyance to allow for a hearing to occur. The hearing must be made at a time that the parent is able to attend. It is the responsibility of the school administrator to secure an uninvolved administrator to hear the case and schedule the Suspension Hearing at the earliest possible date mutually agreed upon between the parent and school administrator. If the parent is unable to schedule a time, after multiple offerings, the parent should be informed that he/she will waive his/her right to hearing if he/she is unable to provide a date and time for the hearing within a reasonable period. If the Hearing Officer overturns the suspension, the student will return the school the next school day and the suspension days and referral will be removed from his/her record. If the Hearing Officer upholds the suspension, the student will serve the remainder of the suspension period originally assigned or as amended by the Hearing Officer.

### **Off-Campus Felony**

Florida Statute 1006.09(2) and State Board Rule 6A-1.0956 empower principals with the authority to temporarily suspend, then indefinitely suspend, and ultimately recommend alternative placement or expulsion of a student who has been **formally charged** with committing an off-campus felony act. School-related disciplinary sanction for off-campus felony acts must be discussed and assigned in a School Information Team meeting. The principal must present reasoning that a student's continued presence on campus would have an adverse impact on the educational program, discipline, or welfare of the school. The principal must be able to explain the rationale for arriving at this conclusion and articulate the link between the student's presence on campus and the adverse impact it would have on the school.

An expulsion recommendation may be made if a student is found by a court to have committed such an act. By definition, a student is found to have committed a felonious act if he/she enters a plea of nolo contendere or guilty, or elects to go to trial and a verdict of guilty is pronounced. This rule applies even if the court directs adjudication withheld.

The suspension/discipline placement must be terminated if the charges are dismissed and the student is permitted to immediately return to the school he/she is zoned for.

**Procedures when process students charged with an off-campus felony:**

Upon receiving notification of a student being arrested for an off-campus felony, the principal shall monitor the situation. The Office of Student Services will notify the Principal when formal charges are brought against the student by the prosecuting attorney. Upon receiving notification of formal charges being filed against a student for having been arrested for an off-campus felony, the principal shall determine if concern for the safety of the school or students exists. If it exists, a meeting is scheduled with the parent, student, Principal, involved staff, and the Director of Student Services. The law requires that the written notice to stipulate a date of the conference shall not be less than two school days or more than five school days from the postmark or delivery of the notice. The student may be temporarily suspended from school until the school conference is held if the principal concludes that the student's presence would have an adverse impact on the educational program, discipline, or welfare of the school.

The Student Information Team (SIT) meeting shall be conducted by the Director of Student Services or designee and include the student and parent. Other persons may be a student's legal counsel, any witnesses requested by the student or principal, or any other school staff members with legitimate information. This meeting is not bound by rules of evidence and no transcript shall be required.

The purpose of the conference with the student and parent is to establish whether the principal has concern that the student's continued presence on campus would have an adverse impact on the educational program, discipline, or welfare of the school. The Director of Student Service or designee must determine the nature of the offense is such that the student poses a threat to the safety of other students or personnel at the school or the student's safety is at risk by remaining in school with other students or an alternative education assignment will better meet the education, emotional and social needs of the student.

If it is determined that the student's continued presence on campus would have an adverse impact on the educational program, discipline, or welfare of the school, the student shall be indefinitely suspended from school, placed in the Alternative Discipline Program or provided an educational setting that will better meet the needs of the student and/or school.

Florida Statutes Section 1006.09 requires the principal to inform a student who is subject to discipline or expulsion for the unlawful possession or use of any controlled substance as defined in s. 863.02, while off campus, that he or she may be entitled to a waiver of the discipline or expulsion if the student divulges information leading to the arrest and conviction of the person who supplied the controlled substance to him or her, or if the student voluntarily discloses his or her unlawful possession of such controlled substances prior to his or her arrest. Any such information divulged which leads to arrest and conviction is not admissible as evidence in a subsequent trial against the student divulging such information. This same law requires the principal to inform a student that he/she is entitled to a waiver of the discipline or expulsion if the student commits himself/herself or is referred by the court in lieu of sentence, to a state-licensed

drug abuse program and successfully completes the program. This waiver applies only to incidents that occur off campus. This waiver does not apply to those incidents occurring on any campus.

The law requires that any student recommended for expulsion/suspension for an off-campus felony pursuant to the dictates of Florida Statutes Section 1006.09 be provided alternative educational services during the time of his/her expulsion.

Upon confirmation that formal charges against a student have been dismissed, that the court determined the student did not commit a felony, or that a verdict of not guilty is pronounced, the principal, in coordination with the Office of Student Services, shall terminate any suspension related to the off-campus incident and arrest and allow the student to return to school with no disciplinary sanction being imposed on the student.

The procedures outlined in this section do not apply to felonies committed by a student while at school, at school-sponsored events, on School Board owned property, or being transported to or from school-sponsored events at school or public expense. Such acts are processed according to the guidelines outline in the Student Code of Conduct.

#### **Principal's Meeting with Student/Parent for Alternative Placement or Expulsion**

The principal shall meet with the student/parent to notify them of the charge(s) against the student and to explain the evidence in support of the charge(s), advise the student and parent whether the recommendation to the Superintendent will for expulsion or alternative placement, and review the procedure applicable to the particular disciplinary matter.

The student and parent shall be provided with appropriate documents advising them of the charge(s), the start and end date of any suspension, and information regarding a right to a Suspension hearing. The district approved Suspension Letter shall be completed and delivered to the parent through U.S. Mail, and, if the parent is present, during the meeting with the student.

#### **Alternative Discipline Program**

Students are placed into the Alternative Discipline Program by the Superintendent's recommendation or an ESE manifestation meeting. If a student is being released from a DJJ facility, a psychiatric facility, or other residential program, a meeting will be scheduled at the home school to determine the best educational program for the student.

If a student is transferring from another district and was enrolled in a Discipline Program, the student will be placed in the Alternative Discipline Program pursuant to our procedures. If a student completes a Discipline program in another district and would be allowed to re-enroll in a non-disciplinary program in that district, the student will be allowed to enroll in his/her home school.

A student who has been formally charged by the proper prosecuting attorney (for example: the State Attorney's Office) may be recommended for the Alternative Discipline Program if he/she would have an adverse impact on the educational program, discipline or welfare in the school in which the student is enrolled. The decision is made through a SIT committee meeting. Students who are arrested, but not formally charged, may **not** be placed in the Alternative Discipline Program until a formal charge has been filed.

Students may not be recommended for the Alternative Discipline program based on an arrest only. Formal charges must be made by the Prosecuting Attorney. Any extenuating circumstances must be presented to the Superintendent using the process of Recommendation to the Alternative Discipline Program for consideration and approval.

Once it has been determined by the school that an offense has occurred that is of sufficient gravity to warrant placement in the Alternative Discipline Program, a packet that includes the principal's recommendation form (O-AL-15, revised 8/2012), a copy of the referral, supporting statements, and any prior referrals that would show a pattern of behavior shall be forwarded to the Superintendent's Office. **These forms must be in the Superintendent's Office within 4 work days of the offense.** Failure to submit the packet within the four days jeopardizes the District Office's ability to process the recommendation and could result in the student returning to the school campus until such time that the process for placement can be completed.

Students placed in the Alternative Discipline Program must be registered and attend the program for a minimum of a full 9-week grading period. If a student is placed in the ADP after the 10<sup>th</sup> day of the current nine-week grading period, the student will be assigned to the program for the remainder of the current nine-week grading period and the next full nine-week grading period. This assignment will occur even if the next full nine-week grading period crosses semesters or school years.

The Office of Student Services will contact the parent and arrange an appointment for the student and parent to meet with Student Services personnel. At that meeting, a letter of placement from the Superintendent will be provided to the parent along with a placement form, a letter listing the beginning and ending dates of the placement and the behavior contract. These forms will be completed and faxed to the Alternative Discipline Program for enrollment purposes. If the student is an ESE student, placement into the ADP will only result if the behavior is not a manifestation of the student's disability. The forms will be completed at that meeting with the Coordinator of ESE signing as the designee for the Superintendent.

Upon completion of the assigned time, the student's contract will be reviewed. The Principal will conduct a review meeting that will include appropriate staff members, the student, and the Principal. If it is determined that the student has met the criteria to return to the home school, a packet including a recommendation form, grades, attendance, and discipline report will be sent to the Director of Student Services for final review and approval. While the recommendation of the

school team is considered, the Director of Student Services, as designee for the Superintendent, has final authority to reassign students to their home school.

### **Re-entry of students Who Do Not Enroll in Alternative Discipline Program**

Students who successfully complete a full year program at a private school or public school in another school district or an Alternative Discipline Program in another district may be allowed to return to the student's home school without completion of the Alternative Discipline Program upon approval by the Director of Student Services. A student who has been enrolled in Home Education, Florida Virtual School, the Mosaic Academy or other programs that are not of a traditional school setting, must complete the assigned period of time in the Alternative Discipline Program upon return to the District.

### **Expulsion**

A student **may** be recommended for expulsion for any violation of the code for which expulsion is an optional penalty. The nature of the incident, the severity of the infraction, and the student's previous record of discipline shall be considered by the principal when making this recommendation. A student must be recommended for expulsion for any violation of the Student Code Conduct that has mandatory expulsion consequence. A student shall be recommended for expulsion for any violation of the Code that is a "zero tolerance offense."

Once an offense has occurred with the consequence of expulsion listed in the Code of Student Conduct and the referral has been submitted by a staff member who has witnessed or been informed of the event, an investigation is conducted by the school administrator or dean. It is essential that the investigation be properly documented, including memory notes, witness statements, pictures (where applicable), and all other evidence. These materials will be necessary to prepare for an Expulsion Hearing or an eventual criminal court hearing. All significant witnesses, including the accused, shall provide written statements. These must be signed in front of a staff member, other than the investigator, who countersigns as a witness.

The principal shall schedule a pre-expulsion conference with the parent and student. At the pre-expulsion conference, the principal shall review the basis and rationale for the preliminary recommendation for expulsion and advise the student and the parent of the preliminary recommendation of expulsion that will be forwarded to the Superintendent. Pursuant to Florida Statute Section 1—2.20(21)(a), the parent may be accompanied by another adult of their choice such as an attorney, an advocate, etc., at the pre-expulsion conference.

The principal then sends a package with the Recommendation for Alternative Placement/Expulsion, Discipline Offense Report, witness statements and other corroborating evidence to the Superintendent. **These forms must be in the Superintendent's Office within 4 work days of the offense.** Failure to submit the packet within the four days jeopardizes the District

Office's ability to process the recommendation and could result in the student returning to the school campus until such time that the process for expulsion can be completed.

The Superintendent has the authority to make an official recommendation for expulsion. The Superintendent shall give consideration to the recommendation of the principal, but is not bound by the principal's recommendation and may reject or amend the recommendation as deemed appropriate.

The Superintendent reviews the evidence and the recommendation. If the Superintendent accepts the recommendation for expulsion, he notifies the parents of the accused by certified letter of his recommendation for expulsion to the Board, the length of the expulsion, and the parents' rights to a hearing. The date and time of the board meeting is provided to the parents in this notification of expulsion letter.

If the parent requests an Expulsion Hearing, the parent is referred to the Director of Student Services' office. The DSS office will arrange for a Hearing Officer to hear the case. The Hearing should be held as soon as possible to allow for the Hearing Officer to prepare and submit the findings prior to the end of the nine day suspension period. The school administrator is responsible for assembling all witnesses, evidence and other information necessary. The school administrator presents the case to the Hearing Officer for expulsion. The parent has the right to question the witnesses in an effort to clarify information about the event that occurred, as stated in the referral, and to verify that the Student Code of Conduct and any related District policies were followed. The Hearing Officer will make a determination based on the evidence presented and questions raised by both sides during the hearing. The Hearing Officer will review the material presented and research any relevant policies or procedures. The Hearing Officer will notify the parent of the accused in person or by phone of his/her decision and then provide a written decision to the Principal, Parent, and Superintendent. If the Hearing Officer upholds the recommendation for expulsion, the expulsion process will continue. If the Hearing Officer overturns the recommendation for expulsion, the student will return to school the next school day and the suspension days and referral will be removed from his record or amended following the Hearing Officer's decision.

If the Recommendation for Expulsion is upheld, the recommendation will be submitted to the School Board at the next scheduled meeting. The School Board has sole authority to expel a student. The School Board may accept, reject, or request an amendment to the Superintendent's recommendation as deemed appropriate. A recommendation for expulsion is not final or binding until acted upon by the School Board at a regular or special School Board meeting. If the Board approves the recommendation for expulsion, the Superintendent mails a letter to the parents notifying them of the Board's action.

A student being recommended for expulsion from the Alternative Discipline Program may not challenge the facts or the consequences of the original expulsion/assignment recommendation.

The student may only contest the facts and issues related to the recommendation for expulsion from the district alternative school.

### **Home-based Education**

Under certain conditions, a student's attendance at school may be considered too dangerous or disruptive for the school or student. In this situation, a SIT meeting shall be scheduled to include the parents, the principal, the Director of Student Services, other key school-site personnel (teachers, deans, guidance counselor, etc.) and other relevant district personnel (SROs, crisis counselors, ESE personnel, etc.). At the meeting the Director of Student Services will review the facts of the case and request a recommendation from the Principal. The Director of Student Services is responsible for the placement decision. A review date will be set at the initial placement meeting. A core team of the Director of Student Services, principal, parent, guidance counselor, student (as appropriate), and other relevant school and district personnel will meet to review the case. If the SIT meeting recommends the student return to school, and the Director of Student Services approves that recommendation, the student will return on a date determined by the Team. If the student is not approved to return to school, the Team will determine the date for the next review. This procedure will continue until such time the student returns to a regular school setting.

Students may not be placed into a home-based (or home-bound) program during the last 15 days of a school year. The student must be given an opportunity to make up any work that would ordinarily be allowed for previous missed assignments. All assignments given during the last 15 days of school may not be held against the student. The student must be afforded an opportunity to complete any required assessments on campus, after all students are off campus or in a secure location approved by the Principal.

### **Alternative Placement/Expulsion Recommendations for Students with Disabilities**

Students with disabilities, either under IDEA or Section 504, and those **suspected** of having a disability must have a manifestation determination meeting conducted prior to being administratively assigned to a different school. If the behavior in question is determined to NOT be a manifestation of the student's disability, the student may be administratively assigned to an alternative assignment. If the behavior subject to disciplinary action is determined To BE a manifestation of that student's disability, the student must remain at the current school of assignment and the MTSS/Student Support Team shall determine modifications to either the IEP or the 504 Plan in order to prevent the recurrence of the behavior.

The discipline (suspension or expulsion) of a student with a disability under F.S.S. 1003.57, must comply with the requirements of the State Board Education Rule 6A-6.03312. The discipline (suspension or expulsion) of a student with a disability under Section 504 of the Rehabilitation Act of 1973 must comply with the requirements of 34 C.F.R. Part 104 as issued by the Office of Civil Rights of the U.S. Department of Education.

Review all documents to ensure that they do not contain subjective comments such as:

“It is my personal opinion that this student’s behavioral problems stem from a possible disorder such as ADHD.”

“This student needs counseling and should not be at this school.”

“This student has emotional problems.”

All of these statements are opinion statements which go beyond the scope of a teacher’s expertise. They are either medical determinations or issues that should be discussed at a manifestation meeting with psychologists and other ESE personnel present.

### Searches

From time to time it will be necessary to search a student or their belongings. The following are examples of searches:

- ❖ Examining private items or places that are not in the open and exposed to public view.
- ❖ Physically examining or patting down a student’s body or clothing, including the student’s pockets.
- ❖ Opening and inspecting personal possessions such as purses, backpacks, bags, books, notes, calendars, closed containers, etc.
- ❖ Handling or feeling any closed, opaque item to determine its contents.
- ❖ Using extraordinary means to enlarge view or hearing into closed or locked areas, containers or possessions.

A search is NOT:

- ❖ Observing an object in plain view where it is exposed to the public.
- ❖ Examining an object after a student denies ownership of the object.
- ❖ Examining an object abandoned by a student
- ❖ Detecting anything openly exposed to the senses of sight, smell or hearing, as long as the school officials are located in a place where they have a right to be and they do not use extraordinary means to gain a vantage point.
- ❖ Using extraordinary means to enhance sensory perceptions in open areas (e.g., using flashlights, binoculars, dogs, thermal imaging, etc. are not searches).

### General Rules for Student Searches

Students have a constitutional right to be protected from unreasonable searches by public school officials. The environment of a public school creates an atmosphere in which students have lower privacy expectations at schools than in other public places. This means that rules governing student searches by public school officials are different from the rules governing searches in other places. Student searches by school officials, school safety officers and school resource officers on public school property or school buses and at school events must be based on **reasonable suspicion**. Reasonable suspicion is defined as the person initiating the search has a well-founded

belief—based on objective facts that can be articulated—of either criminal activity or a violation of school rules. Reasonable suspicion is more than a mere hunch or supposition.

### Two-part Test for Student Searches

Student searches by school officials, school safety officers and school resource officers on public school property or school buses and at school events are justified if **both** parts of the following test are met:

- 1) Search justified at its Inception: The search must be justified at its inception, that is, there must be a reasonable suspicion that the search will reveal evidence of a crime or school rule violation.
- 2) Reasonable Scope: The search must be reasonably related in scope to the circumstances that justified the initial suspicion. In other words, a search is proper when the measures adopted are reasonably related to the objectives of the search and excessively intrusive given the type of infraction, the age and gender of the student.

### Defining Reasonable Scope of a Student Search

The following are examples regarding the reasonable scope of a student search.

- 1) When a school official has a reasonable suspicion that a student’s purse contains a weapon, a basic search of her purse for the suspected weapon must stop as soon as it is apparent that there is no weapon in the purse. The reasonable scope of the search goes no further than the parts of the purse big enough to contain an object as large as a weapon. Extending the search of the purse into a small zippered pocket inside the purse and removing a small plastic bag containing illegal drugs is an improper “scavenger hunt” that exceeds the reasonable scope of a search.
- 2) When a school official has a reasonable suspicion that a student has in his possession an illegal drug such as marijuana, the official may order the student to empty his pockets and examine anything in the pockets that is capable of holding a small quantity of illegal drugs. The reasonable scope of this search includes a probe of the student’s personal effects, including his wallet, in which illegal drugs may be hidden.

To initiate a lawful search, a public school official, school safety officer or school resource officer must have a reasonable suspicion of all of the following:

- 1) A crime or school rule violation has been or is being committed;
- 2) A particular student has committed a crime or school-rule violation;
- 3) Physical evidence of the suspected crime or school-rule violation is likely to exist;
- 4) Physical evidence would likely be found in a particular place associated with the student suspected of committing the crime or school rule violation.

### Procedures for Searching Students

- 1) Remove the student to a private area
- 2) Always watch the student’s hands
- 3) Always have a witness
- 4) The searcher and witness should be the same gender as the student

- 5) Keep searches discreet.
- 6) Give students a chance to surrender item sought.
- 7) Direct student to remove outer clothes and empty pockets
- 8) Seize illegal items or evidence
- 9) Special considerations for weapons—Should be handled by law enforcement
- 10) Inventory items seized along with name from whom it was seized and all witnesses.

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## Notice of External Suspension

April 19, 2018

Dear Parent/Guardian of \_\_\_\_\_ :

We regret to inform you that your child, \_\_\_\_\_, has been suspended from school for a period of \_\_\_\_\_ ( \_\_\_\_\_ ) days, beginning \_\_\_\_\_, and may not return until \_\_\_\_\_. The basis for this suspension is that your child \_\_\_\_\_.

If you desire a hearing on this matter, please call \_\_\_\_\_ at (863) 462-\_\_\_\_\_ to arrange a hearing within the first three (3) days of this suspension. At the hearing you and your child will be given the opportunity to present witnesses and to present facts or reasons orally or in writing, which relate to the suspension. Please call me if you would like a summary of witnesses and their testimony in this case.

Please be advised that your failure to respond to this letter and to avail yourself of the opportunity to be heard in the manner provided will constitute a waiver of your right to a hearing and that in such case your child will continue on suspension.

Any student currently under suspension, who enters or remains upon a school campus commits a trespass upon the grounds of a public school and is guilty of a misdemeanor punishable by law (F.S. 810.097). Suspended students are also prohibited from attending any school activities.

Please contact me at (863) 462-\_\_\_\_\_ if you have any questions regarding the Notice of Suspension or the events which led to the suspension of your child.

Sincerely,

Name/Title

cc: Student's Discipline File

Letterhead here

## **Aviso de Suspensión Externa**

abril 19, 2018

Estimado padre o tutor de \_\_\_\_\_ :

Lamentamos informarle que su hijo, \_\_\_\_\_, ha sido suspendido de la escuela por un período de \_\_\_\_\_ ( \_\_\_\_\_ ) días, comenzando \_\_\_\_\_, y no podrá regresar \_\_\_\_\_. La base de esta suspensión es que su hijo \_\_\_\_\_.

Si usted desea pedir a una audiencia sobre este asunto, por favor llame \_\_\_\_\_ al (863) 462-\_\_\_\_\_ para organizar una audiencia dentro de los primeros tres 3 días de esta suspensión. En la audiencia usted y su hijo le dará la oportunidad de presentar testigos y presentar hechos o razones oralmente o por escrito, que se refieren a la suspensión. Por favor llámeme si usted quisiera un resumen de los testigos y su testimonio en este caso.

Tenga en cuenta que su fracaso para responder a esta carta y usted aprovechar la oportunidad de ser oído en la forma prevista constituirá una renuncia a su derecho a una audiencia y que en tal caso su hijo continuará en suspensión.

Cualquier estudiante actualmente bajo suspensión, quién entra o permanece en la escuela compromete un traspaso a los terrenos de una escuela pública y es culpable de un delito penado por la ley (810.097 Inc.). Los estudiantes suspendidos también tienen prohibidos asistir a las actividades de cualquier escuela.

Póngase en contacto conmigo en (863) 462-\_\_\_\_\_ Si usted tiene preguntas sobre el aviso de suspensión o los acontecimientos que condujeron a la suspensión de su hijo.

Sinceramente,

Name /Title

cc: Expediente del Estudiante Disciplina

**PRINCIPAL'S RECOMMENDATION FOR ALTERNATIVE PLACEMENT OR EXPULSION**

**DATE:** [redacted] (Allow 3 Days for Request of Suspension Hearing)

**TO:** Ken Kenworthy, Superintendent of Schools

**FROM:** [redacted], Principal, [redacted]

<b>RE:</b>	<b>STUDENT:</b> [redacted]		<b>PARENT/GUARDIAN:</b> [redacted]		<b>Family #1</b>	<b>Family #2 (Shared Custody)</b>
	<b>GRADE:</b> [redacted]		<b>ADDRESS:</b> [redacted]		[redacted]	[redacted]
	<b>ID#:</b> [redacted]				[redacted]	[redacted]
	<b>DOB / AGE:</b> [redacted] / [redacted]		<b>TELEPHONE:</b> [redacted]		[redacted]	[redacted]
	<b>CREDITS EARNED:</b> [redacted]		<b>UNWEIGHTED GPA:</b> [redacted]			
	<b># OF DAYS SUSPENDED</b>	<b>9</b>	<b>FROM:</b>	[redacted]	<b>THRU:</b>	[redacted]
	<b>TOTAL # OF REFERRALS TO THE OFFICE THIS YEAR: (INCLUDING THIS REFERRAL)</b>			[redacted]	<b>TOTAL # OF DAYS SUSPENDED (OSS) THIS YEAR: (INCLUDING THIS SUSPENSION)</b>	
				[redacted]		
	<b>Does this student have an active IEP at this time?</b> → → → →				<input type="checkbox"/> YES	<input type="checkbox"/> No
	<b>Has this incident been reported to law enforcement?</b> → → → →				<input type="checkbox"/> YES	<input type="checkbox"/> No

I am recommending [redacted] of the above-referenced student based on the following violation(s) of the Code of Student Conduct:

[redacted]

**LIST INTERVENTIONS USED TO ASSIST THIS STUDENT IN COMPLYING WITH THE CODE OF STUDENT CONDUCT:**

[redacted]

**ADDITIONAL INFORMATION (IF NEEDED):**

[redacted]

\_\_\_\_\_  
Principal

**Attachments:**

- Incident Referral/Report
- Witness Statements
- Parent Notification of Suspension

**SUPERINTENDENT'S RECOMMENDATION**

Alternative Placement

Expulsion

\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

\_\_\_\_\_  
Date



Rev 07/11