

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE POLICY 8.31
STUDENT SUSPENSION**

(1) GENERAL

(a) In accordance with state statutes, a student may be suspended by a school administrator for not more than five school days if the administrator finds that:

1. The student is guilty of violating a Board policy or school rule; or
2. While at school or under supervision of a school authority, the student endangered the property, health, or safety of others; or
3. The student knowingly conveyed a threat or false information concerning an attempt or alleged attempt to destroy any school property by means of explosives; or
4. The student engaged in conduct, while not under the supervision of a school authority, that endangered the property, health, or safety of others at the school or under the supervision of a school authority; and
5. The suspension is reasonably justified.

(b) ~~The five-day suspension should be used only when the incident is so severe that it must be referred to the Division of Parent and Student Services for a hearing. State statute notwithstanding, suspensions are limited to three days unless other administrative action is recommended, such as the referral to the Department of Student Services or expulsion.~~

(c) Before being suspended from school, the student shall be informed of the reason for the suspension and given a chance to respond. After the student's readmission to school, he or she shall be allowed to take any quarterly, semester, or grading-period examinations missed during the suspension period.

(d) State law also provides that students and their parents or guardians may, within five school days following the beginning of a suspension, have a conference with the director of the Department of ~~Parent and~~ Student Services or his/her designee who shall not be a principal, administrator, or teacher in the student's school. If the Director of the Department of ~~Parent and~~ Student Services or his/her designee finds that the student was suspended unfairly or unjustly, or that the suspension was inappropriate given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, the suspension shall be removed from the school record. The finding of the director of the Department ~~of Parent and~~ Student Services shall be made within 15 days of the conference.

(e) The Board directs that administrators follow due process in all cases where suspension might be contemplated.

1. A suspension notice shall be sent home with the student and mailed to the parent/guardian and contain:
 - a. The time, date, length, and specific reason for the suspension.
 - b. Information for the parent/guardian about having the student reinstated (returned to school) and a request that the parent call the school to arrange a conference before the student is reinstated.
 - c. Notice that the suspended student cannot participate in school related activities during/after school or on weekends, while the suspension is in force.
2. After the suspension has been issued, the administrator shall create a PLP- Suspension Notice and scan the original suspension notice into the student information management system.

(2) EARLY REINSTATEMENT

Recognizing that the absence from classroom exposure is detrimental to the learning process, the return of any student suspended from school within the three-day suspension period is to be encouraged. Therefore, school principals may permit students to return to school in fewer than three days if they and their parents or guardians have conferred with the principal or the representative of the principal. An after-school visit for the student and the student's parent or guardian shall be arranged, when possible, if the parent or guardian is unable to visit the school during the regular school hours.

(3) POLICIES FOR REDUCING SUSPENSIONS

(a) Each elementary, middle, and high school shall form a local school disciplinary advisory committee ~~on-to review referrals and,~~ suspensions data and suspension disproportionality by utilizing appropriate representatives from the entire school community. ~~Human Relations Advisory Committee and the collaborative support team. Both regular and at-risk students at the middle- and high-school levels should be included on the committee.~~

(b) The Department of ~~Parent and~~ Student Services shall develop a uniform procedure for school suspensions after receiving input from representatives and the city-wide discipline task force. The

procedure shall be presented to the Board and shall be designed for city-wide implementation. The policy regarding weapons and other criminal offenses, the administrative transfer policy, and the *Handbook on Parent/Student Rights Responsibilities and Discipline* shall provide the basis for a school advisory group to develop an individual school plan.

(c) ~~Elementary school suspensions shall be limited to serious breaches of discipline, which would include:~~

1. ~~possession of a weapon~~
2. ~~teacher assault and/or student sexual assault~~
3. ~~other serious offenses endangering the health and safety of students or staff.~~

~~(d)(c)~~ All schools shall develop creative alternatives to suspension. Teachers shall work with students and parents prior to making disciplinary referrals to the school administration.

~~(e)(d)~~ All elementary, middle-, and high-school principals shall develop plans for effectuating suspension reduction. School effectiveness plans shall contain specific numerical goals for reduction of school suspension.

~~(f)(e)~~ Periodic reports shall be submitted through the Department of ~~Parent and~~ Student Services to the Board to keep the Board informed of student suspensions, administrative transfers, and other data as necessary to reflect the level of discipline issues in the district.

History: Adopted 6-30-76; revised 1980, 8-28-85, 3-29-95, 10-25-95, ~~8-29-19~~ **Previous Coding:** Admin. Policy JGD, prior to May 1995; Admin. Policy 10.31, May 1995-August 1996

Cross Ref.: Legal Ref.: W.S. 120.13(1) Admin. Policy 8.24 Students of Legal Age
8.28 Student Discipline

