

Adopted:
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1974
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Saint Paul Public Schools Procedure

506.04

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STUDENTS/DISCIPLINE/SUSPENSION

Only the principal or the assistant principal may suspend a student. This responsibility, even in part, may not be delegated to any other person.

If suspension is imminent, the principal or assistant principal should arrange for at least one of the parents of the student to come to school for a conference as a possible means of eliminating the need for suspension.

No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to himself/herself or to persons or property around him/her.

A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan and a copy of the Minnesota Pupil Fair Dismissal Act shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon his/her parent or guardian by certified mail within 48 hours of the conference. In the event a pupil is suspended without an informal administrative conference on the grounds the pupil will create an immediate and substantial danger to persons or property around him/her, the written notice shall be served either personally or by certified mail upon the pupil and his/her parent or guardian within 48 hours of the suspension. Service by certified mail is complete upon mailing. If possible, the suspending administrator should also notify the parents by telephone.

A pupil may be suspended pending the Board's decision in an expulsion or exclusion hearing provided that an alternative program shall be implemented to the extent that the suspension exceeds five days.

The responsibility for students staying out of school after sufficient notice of reinstatement will rest with the student and his/her parents.

CROSS REFERENCE:

LEGAL REFERENCES: