

## 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](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