

STUDENT DISCIPLINE

HANDBOOK FOR ADMINISTRATORS

Revised 8/20/18

This Handbook is intended to be a “how to” manual. Thus, it does not contain matters of philosophy or statutory quotations. Instead, this Handbook is designed to explain the processes associated with student discipline on a step-by-step basis. The attachments to this Handbook are the forms necessary to implement the various steps indicated. Electronic versions of those forms can be accessed at: <http://intranet/departments/Law/PromotingPositiveStudentBehavior/SitePages/Home.aspx>

Please understand that this Handbook is not intended to supplant or diminish the need for consideration of the intervention and restorative approaches contemplated by our District’s Code of Conduct. And as you will see, the forms associated with this Handbook provide the means by which such consideration must be documented.

1. REMOVAL OF STUDENTS FROM THE CLASSROOM

- 1.1 Teachers have the power to remove a disruptive student (i.e. a student who *substantially* disrupts the educational process or *substantially* interferes with the teacher’s authority over the classroom) for up to two (2) classes (where the daily schedule is so arranged) or up to 1.5 hours, where the student ordinarily remains in the same classroom.
 - 1.1.1. The teacher must inform both the student and the Principal of the reason(s) for the student’s removal.
 - a. If the student’s continued presence in the classroom does not pose a continuing danger to people or property, and

does not present an ongoing threat of disruption to the academic process, then the teacher will, *prior to* removing the student from the classroom, explain the basis for the removal *and* allow the student to informally present his/her version of events.

- b. In all other cases, the teacher must explain to the student the basis for the student's removal and provide an informal opportunity for the student to present his/her version of events within twenty-four hours of the student's removal. If the twenty-fourth hour occurs on a non-school day, the opportunity shall be carried over until the corresponding hour on the next school day.
 - c. No teacher may remove a student with a disability from his or her class until he or she has verified with the Principal, or the CASE or the Executive Director of Specialized Services or his/her designee, that the removal will not violate the student's rights under state or federal law or regulation.
 - d. The teacher must complete a Teacher Removal Form (Attachment "1") and meet with the Principal as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the Removal Form; and must make a reasonable effort to personally contact the parent. If the Principal is not available by the end of the same school day, the teacher must leave the form with his/her secretary and meet with the Principal prior to the beginning of classes on the next school day.
 - e. Removed students will be sent to a location at the school where they will be provided with continued educational services, including class work and homework.
- 1.1.2. The Principal must inform the student's parent of the student's removal and the basis for the removal within twenty-four hours and must provide the parent with a copy of the Disciplinary Removal Form that was completed by the teacher. If the twenty-fourth hour occurs on a non-school day, the deadline for notification shall be carried over until the corresponding hour on the next school day.

- a. The student and parent, upon request, must be given the opportunity for an informal conference with the Principal and the teacher to discuss the reasons for the student's removal from class, and allow the student and parent to present the student's version of events. The informal conference must be held within forty-eight hours of the student's removal. If the forty-eighth hour occurs on a non-school day, the time for conference shall be carried over until the corresponding hour on the next school day.
- 1.1.3. The Principal shall not set aside the discipline imposed by the teacher unless he/she finds that the charge(s) is not supported by substantial evidence, that the student's removal violates the law, or that the student's conduct warrants suspension. If suspension is warranted, then the Principal shall impose an appropriate period of suspension.
 - a. The Principal's determination must be made by the end of the day on the day after the informal conference.
 - b. The student cannot return to the classroom until the Principal makes a final determination or the period of removal expires, whichever is less.
- 1.1.4. The Principal (or designee) must input disciplinary action into PowerSchool within twenty-four hours of the final decision.

2. SHORT TERM SUSPENSION: SUSPENSION OF FIVE SCHOOL DAYS OR LESS

**** The PRINCIPAL or ACTING PRINCIPAL has authority to suspend for a MAXIMUM of 5 days****

2.1 IN-SCHOOL SUSPENSION

- 2.1.1. Prior to imposition of a short term suspension, the Principal must ensure that an investigation has been conducted that establishes that the student's behavior is a violation of the Code of Conduct and that suspension is appropriate under the circumstances.
- 2.1.2. Prior to imposition of a short term suspension on a student with a disability, which includes students with IEPs, students with

declassification services, students with 504 Plans and students presumed to have a disability, the Principal (or designee) must ascertain whether the proposed suspension will cause the student to have been suspended in excess of ten days for the school year. If so, the Principal (or designee) shall require that the manifestation team convene to make a manifestation determination pursuant to procedures established by the Department of Specialized Services.

- 2.1.3. After conducting an investigation, and before imposing a suspension, the Principal must provide the student with notice of the charged misconduct, and give the student the opportunity to provide his/her version of events. If the student denies the misconduct, the Principal must provide an explanation of the basis for the suspension decision.
- 2.1.4. Prior to imposition of the suspension, the Principal must inform the parent of the parent's and student's right to an informal conference with the Principal and the right to question a complaining witness at that conference. The Principal must notify the parent of these rights by sending the RCSD approved short term suspension letter to the parent in the parent's dominant language (Attachment "2" or Attachment "3" for Partner ISS Room) by either personal delivery, express mail or any other means which ensures that the parent receives the letter within twenty-four hours of the suspension decision. Neither regular mail nor asking the student to deliver the letter is an acceptable form of delivery.
 - a. The Principal must use the RCSD approved Short Term Suspension letter which is uploaded to PowerSchool. The letter must factually describe the incident for which suspension is proposed, and the date the proposed suspension will begin. **Only the approved form letter may be used, and no alterations to the standard language in the approved letter are permitted.**
- 2.1.5. Upon request of the parent, the student and parent must be promptly provided with an informal conference with the Principal, at which the parent and student can present the student's version of events and question a complaining witness in the presence of the Principal. If the parent requests an

informal conference, the student's suspension shall not begin until the conference has been held and the Principal has determined that the suspension is appropriate.

- 2.1.6. The Principal must notify the parent and student of the determination either at the conclusion of the conference, or within twenty-four hours thereafter. If the twenty-fourth hour occurs on a non-school day, the time for communication of the determination shall be carried over until the corresponding hour on the next school day.
- 2.1.7. The Principal must immediately arrange for the student to receive substantially equivalent instruction during the period of suspension.
- 2.1.8. The Principal (or designee) must input the suspension into PowerSchool and complete a "Suspension Cover Sheet Assurance of Sustained Substantially Equivalent Instruction" (Attachment "4") within twenty-four hours. ****PLEASE NOTE THAT STUDENTS SENT TO PARTNER SCHOOL ISS MUST BE INPUT INTO POWERSCHOOL AS OUT OF SCHOOL SUSPENSION****
- 2.1.9. An appeal from a short term suspension can be made by the parent or student directly to the New York State Commissioner of Education within thirty days.

2.2. OUT OF SCHOOL SUSPENSION

- 2.2.1. An out of school suspension may only be imposed **by a Principal or Acting Principal** when a student's presence in school poses an *ongoing danger to persons or property or an ongoing threat of disruption to the academic process*. All students who are suspended out of school must be promptly provided with alternative instruction.
- 2.2.2. Prior to imposition of an out of school suspension, the Principal must ensure that an investigation has been conducted that establishes that the student's behavior is a violation of the Code of Conduct and that an out of school suspension is appropriate under the circumstances.

- 2.2.3. Prior to imposition of a short term suspension of a student with a disability (which includes students with IEPs, students with declassification services, students with 504 Plans and students presumed to have a disability), the Principal (or designee) must ascertain whether the proposed suspension will cause the student to have been suspended an excess of ten days for the school year. If so, the Principal (or designee) must require that the manifestation team convene to make a manifestation determination pursuant to procedures established by the Department of Specialized Services.
- 2.2.4. After conducting an investigation, and before imposing a suspension, the Principal must provide the student with notice of the charged misconduct, and give the student the opportunity to provide his/her version of events. If the student denies the misconduct, the Principal must provide an explanation of the basis for the suspension decision.
- 2.2.5. The Principal must inform parent of the parent's and student's right to an informal conference with the Principal and the right to question a complaining witness at that conference. The Principal must notify the parent of these rights by sending an RCSD approved short term suspension letter to parent in parent's dominant language (Attachment "5") by either personal delivery, express mail or any other means which ensures that the parent receives the letter within twenty-four hours of the suspension decision. Neither regular mail nor asking the student to deliver the letter is an acceptable form of delivery.
 - a. **The Principal must use the RCSD approved letter that has been uploaded to PowerSchool.** The letter must factually describe the incident for which suspension is proposed, and must inform the parent of the means by which the student will be provided with alternative instruction and transportation during the period of suspension. Only the approved form letter may be used, and no alterations to the standard language in the approved letter are permitted.
- 2.2.6. **The Principal must immediately arrange for substantially equivalent instruction and transportation for the student.**

- 2.2.7. Upon request of the parent, the student and parent must be promptly provided with an informal conference with the Principal, at which the parent and student can present the student's version of events and question a complaining witness in the presence of the Principal.
- 2.2.8. The Principal must notify the parent and student of the determination either at the conclusion of the conference, or within twenty-four hours thereafter. If the twenty-fourth hour occurs on a non-school day, the time for communication of the determination shall be carried over until the corresponding hour on the next school day.
- 2.2.9. **The Principal must input the suspension into PowerSchool and complete a "Suspension Cover Sheet Assurance of Sustained Substantially Equivalent Instruction" (Attachment "4") within twenty-four hours.**
- 2.2.10. An appeal from a short term suspension can be made by the parent or student directly to the New York State Commissioner of Education within thirty days.

3. LONG TERM SUSPENSIONS (MORE THAN FIVE DAYS)

- 3.1. The Principal referring a student for a long term suspension must ensure that the following has been established, once an investigation has been conducted:
 - 3.1.1. Student's conduct meets the standards established in the Code of Conduct for a long term suspension.
 - 3.1.2. Meaningful interventions have been faithfully employed and can be documented, which have been unsuccessful in averting the student's misbehavior, except in severe incidents.
 - 3.1.3. For students with disabilities, which includes students with IEPs, students with declassification services, students with 504 Plans and students presumed to have a disability, a Manifestation Screening must be completed by the Principal seeking the suspension in order to ensure that no student is recommended for a long term suspension who has engaged in behavior which is a manifestation of his/her disability. For those incidents involving weapons, drugs or serious bodily injury, the LTS

referral can proceed regardless of the outcome of the Manifestation Screening.

- 3.2. The Principal must inform the student of the referral for a long term suspension and the reason therefor.
- 3.3. Prior to imposition of the suspension, the Principal must inform the parent of the parent's and student's rights to an informal conference with the Principal and the right to question a complaining witness at that conference. The Principal must notify the parent of these rights by sending the RCSD approved long term suspension letter to the parent in the parent's dominant language (by either personal delivery, express mail or any other means which ensures that the parent receives the letter within twenty-four hours of the suspension decision. Neither regular mail nor asking the student to deliver the letter is an acceptable form of delivery.
- 3.4. The Principal must attempt to reach the parent by telephone to inform the parent of the student's referral for a Long Term Suspension ("LTS") and the reason therefor and to explain where the student is to report for alternative instruction while awaiting the LTS hearing.
- 3.5. **The Principal must immediately arrange for substantially equivalent instruction and transportation for the student, pending the outcome of the LTS fact finding hearing.**
- 3.6. The Principal shall send an RCSD approved letter (Attachment "6" – LTS with ISS Room; Attachment "7" – Elementary Safety; or Attachment "8" – LTS Secondary Safety) in the parent's dominant language informing the parent of the student's referral for an LTS by either personal delivery, express mail or any other means which ensures that the parent receives the letter within twenty-four hours of the suspension decision. Neither regular mail nor asking the student to deliver the letter is an acceptable form of delivery.
- 3.7. **The Principal must use the RCSD approved Long Term Suspension letter, which is uploaded to PowerSchool.** The letter must factually describe the incident for which suspension is proposed, and must inform the parent of the location where the student is to report for instruction and the transportation arrangements pending the outcome of the LTS fact finding hearing. Only the approved form letter may be used, and **no alterations to the standard language in the approved letter are permitted.**
- 3.8. **The Principal (or designee) must complete a "Suspension Cover Sheet**

Assurance of Sustained Substantially Equivalent Instruction” (Attachment “4”) and input the LTS referral into PowerSchool within twenty-four hours.

- 3.9. Long term suspensions may be appealed to the Board of Education within twenty school days of the parent’s receipt of the Superintendent’s decision.

TEMPORARY REASSIGNMENT OF STUDENT BY TEACHER

Note: For removal of student who is substantially disruptive of classroom Educational process only. For other discipline, use regular Disciplinary Referral Forms.

To: _____ School: _____

*Principal/Designee

Student

Name: _____ Grade: _____ Homeroom: _____

Date of Incident: _____ Date Sent From Room: _____ Time Sent From Room: _____ Subject Room: _____

_____ Student w/Disability _____ Classification

PROGRAM (CHECK ONE)

_____ Consultant Teacher _____ ICOT _____ Related Services Only
_____ Resource _____ Special Class

REASON(S) FOR REMOVAL:

- () SUBSTANTIAL DISRUPTION OF THE EDUCATION PROCESS
 - () Violent Activity: Specify _____
 - () Persistent, non-compliance with teacher instructions
 - () Other _____

- () REPEATED AND SUBSTANTIAL INTERFERENCE WITH TEACHER’S ABILITY TO PRESENT MATERIAL AND/OR PROVIDE FOR EDUCATIONAL NEEDS OF OTHER STUDENTS
 - () Repeated and Substantial Interference with the Education of other students
 - () Persistent interference with Teacher’s authority: Specify _____
 - () Other Substantial Interference with the Educational Program _____

DESCRIPTION OF INCIDENT REQUIRED: _____

ACTION TAKEN BY TEACHER:

- Informal discussion with student prior to removal
 - Immediate removal/informal discussion within 24 hours
 - Classwork assigned: _____
-

ACTION TAKEN BY ADMINISTRATOR:

Teacher conference with Principal: Date _____ Time _____

Principal and Teacher conference with Parent: Date _____ Time _____

- Removal sustained Notification to parent within 24 hours
- Removal overturned Student returned to class

REASON:

- The charges against the student are not supported by substantial evidence
- The student's removal is otherwise in violation of the District's Code of Conduct
- The conduct warrants suspension from school pursuant to Education Law 3214, and a suspension will be imposed
- Removing teacher has not provided appropriate alternative educational materials for the student during the removal period

STS/In-School Suspension Letter

(School Logo)

RE: STS/In-School Suspension
Name

Student
Student Number

Date
Name
Address
City, State

Dear (parent/guardian's name):

As a follow up to our conversation **(OR)** As I have been unable to reach you by telephone, **(select one)** I am sending this letter to notify you that I intend to suspend your child, _____ (**name**), from his/her regular program as of _____ (**date**) for _____ school day(s), because on _____ (**date**) at approximately _____ (**time**) at _____ (**school or address**), he/she engaged in the following behavior: _____ (**include factual description of conduct**). This behavior violates the Rochester City School District's Code of Conduct, Policy 1400. Please visit www.rcsdk12.org/codeofconduct to view the Code, specifically the Matrix for Guidance Intervention and Disciplinary Responses (pp. 29-39).

The following interventions have been used by school staff with your child:

- Parent Outreach
- Guidance Conference
- Peer Mediation
- Conflict Resolution
- Community Service
- Substance Abuse Counseling Services
- Referral/Youth Relationship Abuse or Sexual Violence Counseling
- Other (explain)
- Intervention by Counseling Staff
- Individual/Group Counseling
- Mentoring Program
- Short-term Behavioral Progress Reports
- Referral/Community Based Organization

No interventions were used due to: _____ Seriousness of incident,
_____ Other (explain)

You and your child have a right to an informal conference with the Principal, at which time you have the right to question a complaining witness in this matter and bring an attorney or advocate. You have the right to have the conference interpreted in your native language. The school can provide a qualified interpreter or you may bring an interpreter to accompany you. You and/or your child have the right to obtain copies of your child's school records.

If I determine following our conference that your child should be suspended, or if you do not request a conference, your child's suspension will go forward as described above, and your child will be assigned receive instruction in the in-school suspension room. Please note that pursuant to New York State Law, (**student's name**) still must attend school. Please bring your child to the main office at the start of the school day on _____ (**date**). If you cannot accompany your child, please inform the main office at _____ (**phone #**). Your child will then return to his/her regular program on _____ (**date**).

You have the right to file an appeal with the NYS Commissioner of Education within 30 days of my final decision regarding this suspension. Instructions for filing an appeal can be found at: <http://www.counsel.nysed.gov/appeals/instruction>. If your child has been arrested or if a criminal investigation is pending, any statement, written or oral, may be used against your child in a court of law. Some free and low-cost attorneys and advocates in the area are:

Empire Justice Center
1 W Main St #200
Rochester, NY 14614
Phone: (585) 295-5814

Legal Aid Society
1 W Main St #800
Rochester, NY 14614
Phone: (585) 232-4090

Starbridge Advocacy Center
1650 South Avenue, Suite 200
Rochester, NY 14620
Phone: (585)546-1700

Monroe County Bar Association Lawyer Referral Service
Phone: (585) 546-2130

Please feel free to contact me at (**phone #**) if you have any questions/concerns or would like to schedule a conference.

Sincerely,

Principal

cc:

- Hand delivered to student
- Hand delivered to parent/guardian
- Mailed to parent/guardian
- cumulative file

Student

STS/In-School Suspension Letter (Partner ISS Room)

(School Logo)

RE: STS/In-School Suspension
Student Name
Student Number

Date
Name
Address
City, State

Dear (parent/guardian's name):

As a follow up to our conversation **OR** As I have been unable to reach you by telephone (**select one**), I am sending this letter to notify you that I intend to suspend your child, _____ (**name**), from his/her regular program as of _____ (**date**), because on _____ (**date**) at approximately _____ (**time**) at _____ (**school or address**), he/she engaged in the following behavior: _____ (**include factual description of conduct**). This behavior violates the Rochester City School District's Code of Conduct, Policy 1400. Please visit www.rcsdk12.org/codeofconduct to view the Code, specifically the Matrix for Guidance Intervention and Disciplinary Responses (pp. 29-39).

The following interventions have been used by school staff with your child:

- | | |
|--|---|
| <i>o Parent Outreach</i> | <i>o Intervention by Counseling Staff</i> |
| <i>o Guidance Conference</i> | <i>o Individual/Group Counseling</i> |
| <i>Peer Mediation</i> | <i>o Mentoring Program</i> |
| <i>o Conflict Resolution</i> | <i>o Short-term Behavioral Progress Reports</i> |
| <i>o Community Service</i> | <i>o Referral/Community Based Organization</i> |
| <i>o Substance Abuse Counseling Services</i> | |
| <i>o Referral/Youth Relationship Abuse or Sexual Violence Counseling</i> | |
| <i>o Other (explain)</i> | |

No interventions were used due to: _____ Seriousness of incident,
_____ Other (explain)

You and your child have a right to an informal conference with the Principal, at which time you have the right to question a complaining witness in this matter and bring an attorney or advocate. You have the right to have the conference interpreted in your native language. The school can provide a qualified interpreter or you may bring an interpreter to accompany you. You and/or your child have the right to obtain copies of your child's school records.

If I determine following our conference that your child should be suspended, or if you do not request a conference, your child's suspension will go forward as described above, and your child will be assigned to In-School Suspension (ISS) at (**name and address of partner school**), where your child will receive instruction. Your child will be scheduled to return to his/her program on _____ (**date**), and a

ATTACHMENT 3(1)

re-entry conference will be scheduled with you, your child and me at _____ (**time**) on this date. Please note that pursuant to New York State Law, (**student's name**) still must attend school.

Please bring your child to the main office at (**name of partner school**) at (**partner school start time**) on _____ (**date**). If you cannot accompany your child, please call me to let me know at (**home school phone #**). Transportation will be provided with the pick-up time at _____. (*Check with Transportation Department for vehicle description, if it is a change from student's usual bus, and pick-up time.*)

You have the right to file an appeal with the NYS Commissioner of Education within 30 days of my final decision regarding this suspension. Instructions for filing an appeal can be found at: <http://www.counsel.nysed.gov/appeals/instruction>. If your child has been arrested or if a criminal investigation is pending, any statement, written or oral, may be used against your child in a court of law. Some free and low-cost attorneys and advocates in the area are:

Empire Justice Center
1 W Main St #200
Rochester, NY 14614
Phone: (585) 295-5814

Legal Aid Society
1 W Main St #800
Rochester, NY 14614
Phone: (585) 232-4090

Starbridge Advocacy Center
1650 South Avenue, Suite 200
Rochester, NY 14620
Phone: (585)546-1700

Monroe County Bar Association Lawyer Referral Service
Phone: (585) 546-2130

Please feel free to contact me at _____ (**phone #**) if you have any questions/concerns or would like to schedule a conference.

Sincerely,

Principal

- cc: Hand delivered to student
- Hand delivered to parent/guardian
- Mailed to parent/guardian
- Student cumulative file

ATTACHMENT 3(2)



SUSPENSION COVER SHEET
ASSURANCE OF SUSTAINED SUBSTANTIALLY EQUIVALENT INSTRUCTION

STUDENT SUPPORT RECORD

Each Principal must submit this sheet for all Long Term Suspension/ Out of School Suspension requests. For all other types or levels of suspensions, this completed record must be maintained in each student's file.

Student Name:	Student ID:	Grade:
School:	Date of Incident:	
General Education / Student with Disabilities/ English Language Learner designation:	<input type="radio"/> Gen Ed <input type="radio"/> SWD ____ IEP ____ 504 Plan <input type="radio"/> ELL	
Functional Behavior Assessment and Behavior Intervention Plan completion dates: (actual up-to-date documents must be attached to the Out of School Suspension request).	<input type="radio"/> FBA <input type="radio"/> BIP	
List a description of supports and services that have been put in place to ensure that Students With Disabilities make meaningful progress on IEP goals:		
Tiered social-emotional supports being utilized for the student:		
Description of substantially equivalent education and academic resources being provided during the suspension time:		
For secondary students, please describe supports and services in place to ensure that the student will receive instruction and earn credit for all courses on the student's schedule.		

Principal or principal designee signature /date

c: Cumulative Folder

Short-Term Suspension Letter (OSS – Risk to safety)

(School Logo)

RE: STS/In-School Suspension
Name

Student
Student Number

Date
Name
Address
City, State

Dear (parent/guardian’s name):

As a follow up to our conversation **OR** As I have been unable to reach you by telephone (**select one**), I am sending this letter to notify you that your child, _____ (**student’s name**), will be suspended from his/her regular program as of _____ (**date**), because on _____ (**date**) at approximately _____ (**time**) at _____ (**school or address**), he/she engaged in the following behavior: _____ (**include factual description of conduct**). This behavior violates the Rochester City School District’s Code of Conduct, Policy 1400. Please visit www.rcsdk12.org/codeofconduct to view the Code, specifically the Matrix for Guidance Intervention and Disciplinary Responses (pp. 29-39).

The following interventions have been used by school staff with your child:

- o Parent Outreach*
- o Guidance Conference*
- o Peer Mediation*
- o Conflict Resolution*
- o Community Service*
- o Substance Abuse Counseling Services*
- o Referral/Youth Relationship Abuse or Sexual Violence Counseling*
- o Other (explain)*
- o Intervention by Counseling Staff*
- o Individual/Group Counseling*
- o Mentoring Program*
- o Short-term Behavioral Progress Reports*
- o Referral/Community Based Organization*

No interventions were used due to: _____ Seriousness of incident,
_____ Other (explain)

Your child will be suspended for _____ school day(s), beginning on (**date**) and ending on (**date**). During the suspension, s/he will be assigned to:

- Instruction at his/her home school from _____ to _____.
- (Elementary) Instruction at Adlai E. Stevenson School No. 29 from 9:00 am to 1:00 pm. School No. 29 is located at 88 Kirkland Road. If you cannot accompany (**student’s name**), please call School #29 at 585-328-8288.
- (Secondary) Instruction at LyncX Academy from _____ to _____. LyncX is located at 30 Hart Street. If your child is in 7th or 8th grades, please accompany your child to the main office at 10:50 am on (**start date**). If your child is in 9th-12th grade, please accompany your child to the main office at 7:00 am on (**start date**). If you cannot accompany (**student’s name**), please call LyncX Academy at 585-254-1240.

Please note that pursuant to New York State Law, (student’s name) still must attend school.

ATTACHMENT 5(1)

Please bring your child to the main office at **(suspension location)** at **(suspension location start time)** on _____ **(date)**. If you cannot accompany your child, please call me to let me know at **(home school phone #)**. Transportation will be provided with the pick-up time at _____. **(Check with Transportation Department for vehicle description, if it is a change from student's usual bus, and pick-up time)**.

You and your child have a right to an informal conference with the Principal, at which time you have the right to question a complaining witness in this matter and to bring an attorney or advocate. You have the right to have the conference interpreted in your native language. The school can provide a qualified interpreter or you may bring an interpreter to accompany you. You and/or your child have the right to obtain copies of your child's school records.

If I determine following our conference that suspension is warranted, or if you do not request a conference, your child's suspension will remain as described above, your child will be scheduled to return to his/her regular program on _____ **(date)**, and a re-entry conference will be scheduled with you, your child and me at **(time)** on this date. If I determine after the conference that suspension is not warranted, then your child will be returned to his/her regular program, and the suspension will be removed from your child's record.

During the suspension period, (Student's name) is not allowed on any school District property for any reason, except for the time and location your child is scheduled to report for instruction.

You have the right to file an appeal with the NYS Commissioner of Education within 30 days of my final decision regarding this suspension. Instructions for filing an appeal can be found at: <http://www.counsel.nysed.gov/appeals/instruction>. If your child has been arrested or if a criminal investigation is pending, any statement, written or oral, may be used against your child in a court of law. Some free and low-cost attorneys and advocates in the area are:

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Starbridge Advocacy Center
1650 South Avenue, Suite 200
Rochester, NY 14620
Phone: (585)546-1700

Monroe County Bar Association Lawyer Referral Service
Phone: (585) 546-2130

If you have any questions about this process, please contact me at **(phone #)** or the Office of Parent Engagement at 585-324-9999.

Sincerely,

Principal

cc: Hand delivered to student
Hand delivered to parent/guardian
Mailed to parent/guardian
Student cumulative file

ATTACHMENT 5(2)

Long-Term Suspension Hearing Letter with ISS Room

(School Logo)

RE: Long Term Suspension
Student Name
Student Number

Date
Name
Address
City, State

Dear (parent/guardian's name):

As a follow up to our conversation (**OR**) As I have been unable to reach you by telephone, (**select one**) I am sending this letter is to notify you that I have referred your child, (**student's name**), for a long term suspension because he/she engaged in the following behavior in violation of the Matrix for Guidance Intervention and Disciplinary Responses of the Code of Conduct (pp. 29-39):

On _____ (date) at approximately _____ (time) at _____, he/she engaged in the following behavior: _____ (INCLUDE date, time, location and specific description of incident/behavior. Include factual description of student's conduct; e.g., broke a window, punched another student, etc.)

The following interventions have been used by school staff with your child:

- o Parent Outreach*
- o Guidance Conference*
- o Peer Mediation*
- o Conflict Resolution*
- o Community Service*
- o Substance Abuse Counseling Services*
- o Referral/Youth Relationship Abuse or Sexual Violence Counseling*
- o Other (explain)*
- o Intervention by Counseling Staff*
- o Individual/Group Counseling*
- o Mentoring Program*
- o Short-term Behavioral Progress Reports*
- o Referral/Community Based Organization*

No interventions were used due to: _____ Seriousness of incident,
_____ Other (explain)

You and your child have a right to an informal conference with the Principal, at which time you have the right to question a complaining witness in this matter and bring an attorney or advocate. You have the right to have the conference interpreted in your native language. The school can provide a qualified interpreter or you may bring an interpreter to accompany you. You and/or your child have the right to obtain copies of your child's school records.

If I determine following our conference that your child should be suspended, or if you do not request a conference, your child's suspension will go forward as described below, and your child will receive instruction in the In-School Suspension room here at school. Please accompany your child to the main office at the start of the school day on (**start date**). If you cannot accompany (**student's name**), please call the main office at (**phone #**) to let me know. Please note that pursuant to New York State Law, (**student's name**) still must attend school.

ATTACHMENT 6(1)

I am recommending that your child be suspended for _____ days. You will soon receive a letter informing you that a fact finding hearing will be held at which the school will present evidence and witnesses to show that **(student's name)** in fact engaged in the above described conduct.

The hearing officer will make findings of fact and, if your child is found guilty, the hearing officer will recommend to the Superintendent the appropriate measure of discipline. The Superintendent will decide whether to accept all or part of the hearing officer's recommendation. If the Superintendent decides that a long-term suspension is not warranted in this matter, your child will be returned to his/her regular program.

You and your child have the following rights:

- question the district's witnesses
- present testimony and other evidence on behalf of your child
- obtain copies of your child's school records
- bring an attorney or advocate to the hearing
- interpretation of the conference in your native language by either a qualified interpreter provided by the district or an interpreter you choose to accompany you.
- file an appeal to the Board of Education within 20 school days of your receipt of the decision. Instructions for filing an appeal can be found at <http://www.rcsdk12.org/domain/8221>.

If your child has been arrested or if a criminal investigation is pending, any statement, written or oral, may be used against your child in a court of law. Some free and low-cost attorneys and advocates in the area are:

Empire Justice Center
1 W Main St #200
Rochester, NY 14614
Phone: (585) 295-5814

Legal Aid Society
1 W Main St #800
Rochester, NY 14614
Phone: (585) 232-4090

Starbridge Advocacy Center
1650 South Avenue, Suite 200
Rochester, NY 14620
Phone: (585)546-1700

Monroe County Bar Association Lawyer Referral Service
Phone: (585) 546-2130

If you have any questions about this process, please contact me at **(phone #)** or the Office of Parent Engagement at 585-324-9999.

Sincerely,

(Principal's name)

Principal

ATTACHMENT 6(2)

Long-Term Suspension Hearing Letter (Elementary Safety)

(School Logo)

RE: Long Term Suspension
Student Name
Student Number

Date
Name
Address
City, State

Dear (parent/guardian's name):

As a follow up to our conversation (**OR**) As I have been unable to reach you by telephone, (**select one**) I am sending this letter to notify you that I have referred your child, (**student's name**), for a long term suspension because he/she engaged in the following behavior, in violation of the Matrix for Guidance Intervention and Disciplinary Responses of the Code of Conduct (pp. 29-39):

On _____ (date) at approximately _____ (time) at _____, he/she engaged in the following behavior: _____ (INCLUDE date, time, location and specific description of incident/behavior. Include factual description of student's conduct; e.g., broke a window, punched another student, etc.).

The following interventions have been used by school staff with your child:

- | | |
|--|---|
| <i>o Parent Outreach</i> | <i>o Intervention by Counseling Staff</i> |
| <i>o Guidance Conference</i> | <i>o Individual/Group Counseling</i> |
| <i>o Peer Mediation</i> | <i>o Mentoring Program</i> |
| <i>o Conflict Resolution</i> | <i>o Short-term Behavioral Progress Reports</i> |
| <i>o Community Service</i> | <i>o Referral/Community Based Organization</i> |
| <i>o Substance Abuse Counseling Services</i> | |
| <i>o Referral/Youth Relationship Abuse or Sexual Violence Counseling</i> | |
| <i>o Other (explain)</i> | |

No interventions were used due to: _____ Seriousness of incident,
_____ Other (explain)

You and your child have a right to an informal conference with the Principal, at which time you have the right to question a complaining witness in this matter and to bring an attorney or advocate. You have the right to have the conference interpreted in your native language. The school can provide a qualified interpreter or you may bring an interpreter to accompany you. You and/or your child have the right to obtain copies of your child's school records.

If I determine following our conference that suspension is warranted, or if you do not request a conference, the recommendation for long-term suspension of your child will remain as described below. If I determine after the conference that suspension is not warranted, then your child will be returned to his/her regular program, and the suspension will be removed from your child's record.

I am recommending that your child be suspended for _____ days. You will soon receive a letter informing you that a fact finding hearing will be held at which the school will present evidence and witnesses to show that (**student's name**) in fact engaged in the above described conduct.

ATTACHMENT 7(1)

The hearing officer will make findings of fact and, if your child is found guilty, the hearing officer will recommend to the Superintendent the appropriate measure of discipline. The Superintendent will decide whether to accept all or part of the hearing officer's recommendation. If the Superintendent decides that a long-term suspension is not warranted in this matter, your child will be returned to his/her regular program.

You and your child have the following rights:

- question the district's witnesses
- present testimony and other evidence on behalf of your child
- obtain copies of your child's school records
- bring an attorney or advocate to the hearing
- interpretation of the conference in your native language by either a qualified interpreter provided by the district or an interpreter you choose to accompany you.
- file an appeal to the Board of Education within 20 school days of your receipt of the decision. Instructions for filing an appeal can be found at <http://www.rcsdk12.org/domain/8221>

Until further notice, **(student's name)** will receive instruction at Adlai E. Stevenson School No. 29 from 9:00 am to 1:00 pm. The school is located at 88 Kirkland Road. Please accompany your child to the main office at the start of the school day on **(start date)**. If you cannot accompany **(student's name)**, please call the main office at school No. 29 at (585) 328-8228. Transportation will be provided with the pick-up time at _____. **(Check with Transportation Department for vehicle description, if it is a change from student's usual bus, and pick-up time)**. Please note that pursuant to New York State Law, **(student's name)** still must attend school.

During the suspension period, **(student's name)** is not allowed on any school District property for any reason, except for the time and location your child is scheduled to report for instruction.

If your child has been arrested or if a criminal investigation is pending, any statement, written or oral, may be used against your child in a court of law. Some free and low-cost attorneys and advocates in the area are:

Empire Justice Center
1 W Main St #200
Rochester, NY 14614
Phone: (585) 295-5814

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1 W Main St #800
Rochester, NY 14614
Phone: (585) 232-4090

Starbridge Advocacy Center
1650 South Avenue, Suite 200
Rochester, NY 14620
Phone: (585)546-1700

Monroe County Bar Association Lawyer Referral Service
Phone: (585) 546-2130

If you have any questions about this process, please contact me at **(phone #)** or the Office of Parent Engagement at 585-324-9999.

Sincerely,

(Principal's Name)

Principal

ATTACHMENT 7(2)

Long-Term Suspension Hearing Letter (Secondary Safety)

(School Logo)

RE: Long Term Suspension
Student
Number

Student Name

Date
Name
Address
City, State

Dear (parent/guardian's name):

As a follow up to our conversation (OR) As I have been unable to reach you by telephone, (select one) I am sending this letter to notify you that I have referred your child, (student's name) for a long term suspension because he/she engaged in the following behavior, in violation of the Matrix for Guidance Intervention and Disciplinary Responses of the Code of Conduct (pp. 29-39):

On _____ (date) at approximately _____ (time) at _____, he/she engaged in the following behavior: _____ (INCLUDE date, time, location and specific description of incident/behavior. Include factual description of student's conduct; e.g., broke a window, punched another student, etc.).

The following interventions have been used by school staff with your child:

- o Parent Outreach*
- o Guidance Conference*
- o Peer Mediation*
- o Conflict Resolution*
- o Community Service*
- o Substance Abuse Counseling Services*
- o Referral/Youth Relationship Abuse or Sexual Violence Counseling*
- o Other (explain)*
- o Intervention by Counseling Staff*
- o Individual/Group Counseling*
- o Mentoring Program*
- o Short-term Behavioral Progress Reports*
- o Referral/Community Based Organization*

No interventions were used due to: _____ Seriousness of incident,
_____ Other (explain)

You and your child have a right to an informal conference with the Principal, at which time you have the right to question a complaining witness in this matter and to bring an attorney or advocate. You have the right to have the conference interpreted in your native language. The school can provide a qualified interpreter or you may bring an interpreter to accompany you. You and/or your child have the right to obtain copies of your child's school records.

If I determine following our conference that suspension is warranted, or if you do not request a conference, the recommendation for long-term suspension of your child will remain as described below. If I determine after the conference that suspension is not warranted, then your child will be returned to his/her regular program, and the suspension will be removed from your child's record.

ATTACHMENT 8(1)

I am recommending that your child be suspended for _____ days. You will soon receive a letter informing you that a fact finding hearing will be held at which the school will present evidence and witnesses to show that (student's name) in fact engaged in the above described conduct.

The hearing officer will make findings of fact and, if your child is found guilty, the hearing officer will recommend to the Superintendent the appropriate measure of discipline. The Superintendent will decide whether to accept all or part of the hearing officer's recommendation. If the Superintendent decides that a long-term suspension is not warranted in this matter, your child will be returned to his/her regular program.

You and your child have the following rights:

- question the district's witnesses
- present testimony and other evidence on behalf of your child
- obtain copies of your child's school records
- bring an attorney or advocate to the hearing
- interpretation of the conference in your native language by either a qualified interpreter provided by the district or an interpreter you choose to accompany you..
- file an appeal to the Board of Education within 20 school days of your receipt of the decision. instructions for filing an appeal can be found at <http://www.rcsdk12.org/domain/8221>.

Until further notice, **(student's name)** will receive instruction at LyncX Academy. LyncX Academy is located at 30 Hart Street. If your child is in 7th or 8th grade, please accompany your child to the main office at 10:50 am on **(start date)**. If your child is in 9th-12th grade please accompany your child to the main office at 7:00 am on **(start date)**. If you cannot accompany **(student's name)**, please call LyncX Academy at 585- 254-1240. Transportation will be provided with the pick-up time at _____. **(Check with Transportation Department for vehicle description, if it is a change from the student's usual bus, and pick-up time)**. Please note that pursuant to New York State Law, **(student's name)** still must attend school.

(Student's name) is not allowed on any school District property for any reason, except for the time and location your child is scheduled to report for instruction.

If your child has been arrested or if a criminal investigation is pending, any statement, written or oral, may be used against your child in a court of law. Some free and low-cost attorneys and advocates in the area are:

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1 W Main St #200
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Starbridge Advocacy Center
1650 South Avenue, Suite 200
Rochester, NY 14620
Phone: (585)546-1700

Monroe County Bar Association Lawyer Referral Service
Phone: (585) 546-2130

If you have any questions about this process, please contact me at (phone #) or the Office of Parent Engagement at 585-324-9999.

Sincerely,

(Principal's name)

Principal

ATTACHMENT 8(2)