

## **DUE PROCESS**

The administration of the Gibbon Public Schools, in recognition of the rights and responsibilities of students but also realizing that the duty of the school is to provide instruction at public expense, establishes the following regulations with the purpose of not only ensuring students' rights but also administrative responsibility and duty.

1. Due process as defined in the statutes of the State of Nebraska will be followed in all situations that may involve emergency exclusion, short-term or long-term suspension, expulsion or mandatory reassignment.

2. The following process will be used to resolve conflicting situations involving students which do not involve long-term suspension, expulsion or mandatory reassignment.

A. The building administration will orally communicate to the student any major decision that directly affects a student.

B. The student will be given the opportunity to react to the decision of the building administrator.

C. In the event of a decision to suspend the student for a period of up to five days, the principal shall, within 24 hours or such additional time as is reasonably necessary following such decision, send a written statement to the student, the student's parents or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the final action taken.

D. The parent/guardian or student may appeal the decision of the principal through the Superintendent of Schools and the Board of Education if they feel the decision of the principal was unjust.

E. Open communications with all participants involved, including all records concerning the student, will be maintained throughout the appeal process.

3. Long term suspension - expulsion

In the event of a decision to suspend a student for a period of time exceeding five days, but less than twenty days, or to expel for any length of time but not to exceed the remainder of the semester in which the expulsion took place, procedural provisions of Nebraska State Law will be in force.

A. On the date of the decision to suspend or expel, written notice shall be filed with the superintendent, and within two days sent by registered or certified mail to the student, parent or guardian.

B. A complete copy of the law LB503, Sections 79-4, 170-79-4, 205 will be included with the letter to students, parents or guardians.

4. The school shall distribute district and building rules for student conduct.