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SUSPENSIONS IN PENNSYLVANIA

This fact sheet applies to all public schools, including charter schools, in Pennsylvania. If a school district or charter school seeks to suspend your child, here are some things you should know.

A suspension is an exclusion from school for one to ten school days in a row. Even a suspension for part of a day constitutes one day of suspension. A suspension may be imposed by a principal or other person in charge of a school.

SOME GENERAL TIPS

- Read all papers the school sends you. Make sure you know about meetings or hearings that are scheduled concerning your child. **Do NOT agree to anything you don't understand.**
- Talk with your child and anyone else who might know about what happened.
- If school staff don't seem to be following legal requirements mentioned in this fact sheet, point that out. Show school officials this fact sheet, if necessary.
- Attend all meetings and hearings that are held for your child. Take notes. Take a friend or someone else with you if you can.
- Make sure that school officials hear your child's side of the story.

SCHOOL RULES

Each school district and charter school must publish a **code of student conduct** and give copies to students and their families. The rules must be reasonably clear – so that students know what is expected of them – and should not be subjective. Schools can only punish students if they break rules listed in the code of conduct.

While public schools have wide latitude to create rules, students have rights to express themselves and practice their religion, as long as they do so without disrupting school activities. If you think that school officials are trying to punish your child for exercising these rights, you should seek further legal advice.

School rules can cover student behavior while at school and on the way to and from school. There are also some circumstances when a child may be punished for conduct that occurred off school grounds and/or outside of school hours, such as at a school-sponsored event or when the conduct has a substantial impact on school. This is a changing area of law. If your child is facing disciplinary action for conduct they engaged in that was off school grounds and/or outside of school hours, you may wish to seek further advice from a private attorney or the Education Law Center.

IN-SCHOOL SUSPENSIONS

Before a student can be penalized with an in-school suspension for a violation of school rules, **the student must be informed of the reason for such punishment** and given a chance to tell his or her side of the story. **Parents must also be notified.**

- The student’s education must continue during the in-school suspension.
- If the in-school suspension is for more than 10 days in a row, the student must be offered an “informal hearing” (see below for information on informal hearings).

OUT-OF-SCHOOL SUSPENSIONS

Before a student can be penalized with out-of-school suspension for violation of school rules, **the student must be informed of the reason for such punishment and given a chance to respond.** Parents must be notified in writing immediately. An out-of-school suspension can only last **up to 10 school days** in a row. Anything over 10 days in a row is an “expulsion” and comes with additional rights to a formal hearing. See ELC’s fact sheet [Expulsions in Pennsylvania](#) for more information.

If the suspension is for more than three consecutive school days, the family must be offered an “**informal hearing**” within the first five days of the suspension.

Informal hearing: An informal hearing allows the student to meet school officials to explain the circumstances surrounding the event related to the suspension. It is held to bring forth all relevant information and for parents/guardians and school officials to discuss ways by which future offenses might be avoided.

Informal hearing requirements: The school must follow these procedures:

1. The parents and student must receive written notice of the reasons for the suspension.
2. They must have enough advance notice of the time and place of the hearing.
3. The student has the right to question any witnesses present at the hearing.
4. The student has the right to speak and to produce witnesses on his/her own behalf.

Note: School staff cannot simply send a child home or ask the parent to pick up the child from school without following these rules. **Out-of-school suspension rules and rights apply whenever a child is kept out of school for up to 10 days, even if the school does not call it a “suspension.”**

Regardless of whether or not the parent attends the informal hearing, the student has the right to return to school once the suspension is over and to complete any assignments they missed. A school cannot require a “reinstatement” meeting as a condition for returning to school.

STUDENTS WITH DISABILITIES

The procedures described above apply to all students, including students with disabilities. However, there are additional protections for students with disabilities. Most importantly, students who have IEPs and students with “qualifying disabilities” who don’t need an IEP but may need accommodations in school under a “504 Plan” cannot be disciplined on the basis of their disability.

Special rules apply if a school wants to suspend a student with an Individualized Education Program (IEP) for more than 10 days in a row or 15 total days in a school year, or wants to expel the student. These are all considered “changes in placement.” Federal law also provides that school officials may transfer a child to an alternative setting for up to 10 days if the child has violated a code of student conduct, but only to the extent such alternatives are applied to children without disabilities.

In all of these situations, a team of people knowledgeable about the child – including the parent – must decide whether the misbehavior was a “manifestation” of the disability *before* the discipline can be imposed. This meeting – called a “manifestation determination review” – must take place within 10 days

of the decision to change the child's placement. If it was a manifestation, the child cannot be expelled or suspended for more than 10 days in a row or 15 school days in the school year. In addition, the IEP team must also conduct a Functional Behavioral Assessment or revise a child's Positive Behavior Support Plan. If the team decides it was *not* a manifestation but the parent disagrees with the team's decision, the parent has the right to request a special education hearing. If a student with disabilities is suspended or expelled (for whatever length of time), the school district or charter school must still arrange for the student to receive a free, appropriate public education in accordance with the child's IEP during the entire time the student is out of school.

A child with intellectual disabilities cannot be suspended for *any* length of time without the parent's agreement, the agreement of the state Department of Education, or an order from a hearing officer or judge.

There is a special exception to these rules that permits school officials to transfer the student to an alternative setting for up to 45 days even without a parent's consent if the student (i) carries or possesses a weapon, (ii) knowingly possesses, uses, or sells illegal drugs or a controlled substance, or (iii) inflicts serious bodily injury. In those cases, this transfer may be challenged through a due process hearing on an expedited basis.

Importantly, a child who has not yet been identified as eligible for special education services may also assert these protections if (1) the parent has previously expressed concern in writing to school officials that the child needs special education; (2) the parent has requested a special education evaluation; or (3) the teacher or other school staff has expressed concern about the behavior of the child to special education officials.

While the strict timelines relating to manifestation determinations do not apply to students who have 504 Plans, federal regulations require schools to conduct an evaluation of whether the student's misconduct was caused by the child's disabilities prior to suspending or expelling the student. These students are also entitled to due process protections, including notice and an opportunity to be heard in an impartial hearing.

For more information, see ELC's handbook, [The Right to Special Education in Pennsylvania](#).

STUDENTS AND FAMILIES WHOSE NATIVE LANGUAGE IS NOT ENGLISH

Parents/guardians and students who do not speak English have the right to information concerning disciplinary matters in their native language. This includes the code of student conduct and notices concerning disciplinary hearings and decisions. Families have the right to use translation and/or interpretation services throughout the discipline process, including all meetings and hearings. They can bring a translator/interpreter or request that the district provides one.

The Education Law Center-PA (ELC) is a nonprofit, legal advocacy organization with offices in Philadelphia and Pittsburgh, dedicated to ensuring that all children in Pennsylvania have access to a quality public education. Through legal representation, impact litigation, trainings, and policy advocacy, ELC advances the rights of underserved children, including children living in poverty, children of color, children in the foster care and juvenile justice systems, children with disabilities, English learners, LGBTQ students, and children experiencing homelessness.

ELC's publications provide a general statement of the law. However, each situation is different. If questions remain about how the law applies to a particular situation, contact ELC's Helpline for information and advice – visit www.elc-pa.org/contact or call 215-238-6970 (Philadelphia) or 412-258-2120 (Pittsburgh) – or contact another attorney of your choice.