



EX 1 – Student Suspension Report

Related Procedure: AP 3 – 15 Student Suspension/Expulsion

Exhibit I

STUDENT SUSPENSION REPORT

Student: _____ School: _____

Grade: _____ Age: _____ Date of Birth: _____

Address: _____ Telephone: _____

Parent(s) Name(s): _____

Address: _____ Telephone: _____

1. SUSPENSION:

_____ In-School _____ Bus Riding _____ School _____ Board's Consideration for Expulsion/Reinstatement

Reason: _____

2. SUSPENSION DURATION:

Total Days: _____ from _____ to _____

ALL SUSPENSIONS:

3. CURRENT ACADEMIC STANDING IF RECOMMENDING EXPULSION:

Subject	Mark	Subject	Mark
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. **ATTENDANCE:**

No Concern _____ Concern _____ (Summary statement attached)

5. **PREVIOUS SUSPENSION(S) – DATES AND REASONS:**

6. **NOTIFICATION (as required by policy):**

Parents: Telephone Call _____ Letter _____

7. **DOCUMENTATION ON FILE:** Yes _____ No _____

8. **INTERVENTION PROCEDURES:**

- a) Conferencing _____ Student _____
Parent(s) _____
- b) Counseling _____ Student _____
Parent(s) _____
- c) Referred to outside agency: Yes _____ No _____
- d) Request for Superintendent conference at school level: Yes _____ No _____

9. **SUSPENSIONS:**

Letter to parents and files noting circumstances and giving reason(s) for suspension:

Parents _____ File _____

10. **EXPULSIONS:**

Telephone call to Superintendent’s office: Yes _____

Letter to Superintendent (Board of Education) Yes _____
including principal’s recommendation:

11. Suspension letters must be under the principal’s signature.

(Letter must include statement below)

In accordance with the *Education Act* Chapter E-0.3, Section 37(4), the Student Appeal Committee of the Board of Education must reinstate or expel a student within ten (10) school days from the first day of the suspension. Should you wish to appeal your student’s suspension, you must contact the Superintendent of Schools within this time frame. Should an appeal not be requested by either student or parent, the student may be expelled by motion of the Suspension Appeal Committee.

Principal

Date