

GUIDELINES FOR SUSPENSION LETTER

1. **ALWAYS** check if a student is a special education student. Follow appropriate procedures and include the ESE Liaison.
2. Suspension letters must be on school letterhead.
3. The upper, right hand corner should be an overview: Student Name, Grade, Student Number, Suspension Designation.
4. Specific details regarding the behavior which has led to the suspension are included in the letter. The date of the offense, beginning day of suspension, and the date on which the student may return to school
5. All applicable grounds must be included in the letter.
6. Dates, times and the spelling of the student's name should be checked for accuracy.
7. When referencing involvement with other students, use generic terms (e.g. another student). Never use another student's name when communicating the incident to a parent (orally or in writing).
8. Before the student is suspended, be certain that the Due Process Checklist is completed at the time the student is interviewed in the informal hearing. REMEMBER: The decision to suspend is not made until due process has been completed.
9. Place a copy of the suspension letter in the student's discipline file.
10. If there is a recommendation for expulsion, call Dr. 453-1036.
11. It is recommended that a re-entry conference be scheduled at the time of the suspension. Documentation of the date and time of this conference is included in the suspension letter.
12. It is imperative that all schools use the district letter formats when suspending students.
13. Review School Board Policy if there are any questions about suspension and expulsion.