

SUSPENSION MANUAL

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SUSPENSION CHECK LIST

1. _____ Determination that pupil committed an enumerated act in Section 48900 and/or 48915, 48900.2, 48900.3, 48900.4 was made by:
 - Superintendent/ Assistant superintendent
 - Principal/Principal's designee of the school in which the pupil is enrolled.

2. _____ The pupil was suspended by:
 - The school Principal
 - The school Principal's designee
 - The Superintendent/ Assistant superintendent of the school district

3. _____ The suspension did not exceed 5 consecutive school days.

4. _____ Except when in possession of a firearm, brandishing a knife at another person (knife must be 2 ½ inches or longer), selling a controlled substance or sexual assault, **all recommended expulsions must show that other means of correction are not feasible or have repeatedly failed to bring about proper conduct or that the presence of the pupil causes a continuing danger due to the nature of the act. You need to make at least one of the statements and be able to explain why.**

5. _____ An informal conference was held prior to the suspension
 - The pupil attended
 - The Principal attended
 - The Principal's designee attended
 - The school Superintendent/Assistant superintendent attended
 - The teacher attended
 - The supervisor attended
 - The school employee attended
 - The pupil was informed of the reason(s) for the suspension
 - The pupil was informed of the adverse evidence
 - The pupil was given the opportunity to present the pupil's version of the events and evidence supporting the pupil's defense

6. _____ No informal conference was held prior to the suspension because an "*emergency situation*" was determined by:
 - The Principal
 - The Principal's designee
 - The Superintendent/Assistant superintendent

7. _____ Both the parent and pupil were notified of the pupil's right to the conference and the Pupil's right to return to school for the purpose.

SUMMARY OF TIME REQUIREMENTS IN
SUSPENSION PROCEEDINGS

Determination of Conduct in violation of E.C. 48900	Day one
Suspension	Not more than five (5) consecutive school days (E.C 48911 .a) or more than a total of 20 days
Informal Conference	Prior to Suspension (E.C 48911 .b)
Suspension without formal conference	Only in emergency situation. A conference must be held within two (2) days.
Extended suspension	May be designated by district superintendent and/or designee where expulsion is being processed.

TEACHER SUSPENSION CHECK LIST

1. ____ The teacher suspending the pupil was the teacher of the pupil.
(E.C. 48910)
2. ____ The teacher found that the pupil committed an act enumerated in Education Code
ground for suspension or expulsion.
3. ____ The pupil was suspended for the day of the suspension.
4. ____ The pupil was suspended for the day following the suspension.
5. ____ The teacher reported the suspension to the principal immediately after the suspension.
(E.C. 48910)
6. ____ The teacher sent the pupil to the principal (or the principal's designee) for action.
(E.C. 48910)
7. ____ The pupil was required to remain on the school site under appropriate supervision
(per the district's policies and regulations).
8. ____ The parent of guardian of the pupil was contacted by the teacher to attend a conference
With the teacher as soon as possible after the suspension.
9. ____ The parent-teacher conference was held.
 - A school counselor or school psychologist also attended. (If not, it was impractical to attend).
 - A school administrator attended by request.
 - ____ No request was made
 - ____ Requested, but no attendance
10. ____ The teacher and the principal agreed that the pupil could return to the class during the
Period of the pupil's suspension.
11. ____ The suspended pupil was assigned to more than one class per day.
 - The pupil continued to attend other regular classes.
12. ____ The teacher referred the pupil to the principal or the principal's designee to consider the
Pupil's suspension from the school. (E.C. 48910.c).

LETTER TO THE PARENT IN RESPONSE TO A SUSPENSION APPEAL

Your Logo with your title and address of your school with your number.

Date

Name of Parent/Guardian

Address

City name, CA 95376

Dear name of parent/guardian,

On **(date you spoke with or had the meeting with parent/guardian)**, I spoke with you pursuant to Board Policy 5144.1 and Education Code 48914, to consider your appeal of the suspension received by your (son/daughter), (name of student), for violation of Education Code 48900, subsection

(Place the appropriate E.C. 48900 codes in this area.)

I have reviewed school records, evidence, and the testimony of the witnesses involved, I have decided to **(uphold the suspension/ rescind the decision/ modify the decision with the following parameters.)**

If you do not agree with this decision, you have the right to appeal this decision to the Assistant Superintendent, who is the Superintendent's designee within 10 school days after this decision has been made at my level.

Please feel free to contact me if you have further questions.

Sincerely,

Your Name

CC: Principal