



COMMUNITY SCHOOLS & STUDENT SERVICES

Attendance & Discipline Office

TEACHER INITIATED SUSPENSIONS:

Process for Teacher Initiated Suspensions:

If a teacher is suspending a student from their class...

- 1) Teacher initiated suspension form completed by the end of the day. A URF must be completed at initial removal from class.
- 2) Teacher must provide work for the student while they are removed from the class. Note: student cannot be placed in another teacher's classroom
- 3) Student completes work. Teacher corrects work and returns back to principal.
- 4) Teacher calls and arranges parent conference prior to student returning to class (no more than two days (per state ed code). Invite admin to that meeting.
- 5) Incident must be entered into students Discipline and Attendance records.

NOTE: Be sure to remember that the above tips are procedural. This will be an ongoing challenge unless the relationship is repaired. Please engage and try all Restorative Practices with student, teacher, family and admin as this is the only way to really SOLVE the problem for the benefit of all.