

Short-Term Suspension Checklist

Is the short-term suspension appropriate?

1. Has the student violated a rule of conduct? _____
2. Has a form of corrective action other than suspension been previously imposed upon the student for misconduct of the same nature or, if not, is the rule violation "exceptional misconduct" as defined in board-adopted rules? _____

NOTE: In general, suspension is not appropriate for first-time offenses. For example, only if the student has previously been subjected to discipline for misconduct "of the same nature" as the misconduct presently under-consideration, may suspension be imposed. Exception: If the board has defined the offense as "exceptional misconduct" the student may be suspended for a first-time offense (absent exceptional circumstances).

3. If the misconduct includes truancies (unexcused absences), has the district:
 - a. Provided written notice to parents? _____ and,
 - b. Scheduled a conference with parents? _____ and,
 - c. Taken special steps to reduce the student's absences? _____
4. If the student is grade 4 or below, will the combined total of short-term suspensions for the semester (including the present suspension) be ten school days or less? _____
5. If the student is grade 5 or above, will the combined total of the short-term suspensions for a single semester (including the present suspension) be fifteen school days or less? _____
6. If the student is a special education student, have the special education teacher and principal determined whether the misconduct is related to the student's disability? _____

(A "no" answer to any of the foregoing questions means that short-term suspension is not appropriate.)

7. Was the superintendent notified, in writing, of the short-term suspension within twenty-four (24) hours? _____