



**Suspension/Remandment/Expulsion Checklist (STS-F022a)**  
(THIS FORM IS NOT TO BE SENT TO PARENTS)

Retain this checklist and copies of all notices, statements, reports, correspondence, etc., relating to this disciplinary action. Send copies of all remandments and expulsions to the Director of Student Services and, if applicable, the principal of the Alternative School for review. Send copy of student discipline history with this information, if applicable. This should be presented in summary form.

Student: \_\_\_\_\_ Student #: \_\_\_\_\_

IEP: Yes \_\_\_\_\_ No \_\_\_\_\_ Section 504 Plan: Yes \_\_\_\_\_ No \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Grade: \_\_\_\_\_ Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Discipline Imposed:

- ☐ Short-term suspension of \_\_\_\_\_ days (from \_\_\_\_\_ to \_\_\_\_\_)
- ☐ With conditions for re-admission
- ☐ Without conditions for re-admission (If suspension is for more than five (5) days you must develop a written plan for improved behavior.)
- ☐ Long-term suspension/remandment/expulsion for \_\_\_\_\_ days.
- ☐ \_\_\_\_\_ total school days. (suspension + remandment)
- ☐ Attendance at the Alternative School is required.
- ☐ One calendar year's expulsion under Zero Tolerance.

Requirements:

- ☐ Have conference with student. Advise student of the nature of the student's misconduct, question the student about the incident and allow the student to give an explanation. Make notes of any responses and complete information below:

Time of Conference: \_\_\_\_\_ Date: \_\_\_\_\_

Nature of Charges: \_\_\_\_\_ Discipline Code \_\_\_\_\_



Student's Response:

- ☐ Determine if the student has a disability, as defined by law. If so, an M-Team must be convened prior to imposition of more than a ten (10)-day suspension. You may suspend not to exceed ten (10) days, but do not proceed further until receiving the M-team evaluation. If the student has not been classified as having a disability under the law, but you suspect there is a need for an evaluation, you may proceed with suspension but should refer the student for evaluation to psychological services.

- ☐ Report suspension to parents by telephone. Advise them to pick up student or keep student in office until end of school day. Note times of attempted calls and whom you talked to.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Response: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Response: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Response: \_\_\_\_\_

- ☐ Send the Notice of Out-of-School Discipline (STS-F022) to parents within 24 hours.
- ☐ Notify Director of Student Services about all remandments and expulsions by sending a copy of the Notice of Out-of-School Discipline to Student Services, along with this checklist, within 24 hours. DO NOT SEND THIS CHECKLIST TO PARENTS.
- ☐ For a remandment, please forward all paperwork to the Principal of the Alternative School with INS-F089 included as a cover sheet.

If you require a conference with the parents, or they request one, schedule it as soon as possible. If requested, re-schedule the conference to suit parents but do not extend time any longer than three (3) school days. After the conference, let the Director of Student Services know if you will be modifying the suspension/remandment/expulsion in any way. If conference is held, keep notes and indicate disposition (what you decided to do and why).

You, the parents, and others interested will be notified if parents request a hearing. You and your witnesses must be present. Preparation and presentation of the recommendation to the Hearing Authority is your responsibility.

The parents or student may request re-admittance to school prior to the expiration of a short-term (ten (10) days or less) suspension. Such requests must be made in writing. After hearing from them, determine in your sound discretion whether to continue the suspension or re-admit the student.