

Suspension

1. The student is informed suspension is being considered and is given the reason (or reasons) for such action.
2. The student is given the opportunity to explain his or her side of the issue.
3. If the principal or vice-principal feels suspension is warranted after hearing the student's explanation, the student is informed he or she is suspended, the time the suspension will start and the length of the suspension.
4. The parents are notified by telephone (if possible) of the suspension and the reasons for the action.
5. A letter is mailed to the parents stating the specific reasons for, and the length of, the suspension. The letter will also request that the parents contact the school for an appointment for a re-admission conference with the administrator and the student.
6. During the conference the student's record will be reviewed in efforts to determine steps that need to be taken by the school, the student and the parents to ensure success.