

**CHECKLIST/TIMELINE FOR STUDENT DISCIPLINE
AND STUDENT SUSPENSION POLICIES**

1. Date of misconduct: _____
2. Consideration of alternatives to suspension: _____
(date and time)

Alternatives to suspension considered and applied

- | | | |
|--|-----|----|
| A. Is in-school detention appropriate? | YES | NO |
| B. Is reassignment to another classroom appropriate? | YES | NO |
| C. Is placement in the alternative school appropriate? | YES | NO |
| Other alternatives considered/applied (briefly describe) | YES | NO |

- D. _____
- E. _____

3. If applicable, date and time suspension imposed: _____
4. Date and time parent/guardian contacted: _____
 Method of contact: _____
5. Date and time student released to parent/guardian: _____

Long-term or short-term suspension

- | | | |
|---|-----|----|
| A. Copy of educational plan attached. | YES | NO |
| B. Home-based school work assignment setting. | YES | NO |
| C. Other appropriate setting. | YES | NO |
| D. Person responsible for supervision. | YES | NO |
| E. Copy of notice of evidentiary hearing. | YES | NO |
| F. Date and time of evidentiary hearing: _____ | | |
| G. Was decision of administration at evidentiary hearing given orally? | YES | NO |
| H. Date written decision was mailed or given to parent/guardian with copy to student: _____ | | |

**CHECKLIST/TIMELINE FOR STUDENT DISCIPLINE
AND STUDENT SUSPENSION POLICIES (Cont.)**

I. Notice of right to appeal given to parent/guardian or student over 18 years of age. YES NO

A written statement of appeal for a review of the decision by the superintendent must be received by the principal or superintendent within two school days of the evidentiary hearing. Failure to present a written notification to the principal or superintendent within this two-school-day time period shall be a waiver of the student's right to a review by the superintendent.

J. If agreed to by all parties, imposition of punishment began _____.

K. If not agreed to by all parties, date file sent to superintendent: _____

L. If applicable, date appeal notice received: _____

Is it within two days of the evidentiary hearing? YES NO

M. Superintendent review decision. YES NO

N. Date of written notification of superintendent to parent/guardian/student: _____

O. Date appeal to board received: _____

Is it within two school days? YES NO

P. Decision of the board: _____

Q. Date of written notification by board of education: _____