# 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: ____________________________