

IN-SCHOOL SUSPENSION

Date: _____
Special Education Student: _____yes _____no

Parent/Guardian Name
Address
City, State Zip Code

Dear Parent/Guardian:

Your child, _____, Student No. _____ M/F Grade _____
will be placed in in-school suspension for _____ days for the following reason(s): _____

Such misconduct violates: _____

The in-school suspension will begin on _____ and will include the following dates: _____. The student will return to the regular classroom on _____.

A re-entry conference with a parent/guardian _____ will _____ will not be necessary.

GRIEVANCE PROCEDURES ARE ON THE BACK SIDE OF THIS NOTICE

School Administrator: _____

School: _____

Address: _____

Phone Number: _____

Parents: _____ Contacted: _____

Student Signature: _____ Phone Number: _____

In-School Suspension—Grievance Procedures

The suspension shall continue notwithstanding use of the grievance procedures unless the principal or designee elects to postpone such action.

Definition: An in-school suspension is a short-term suspension in which the student remains under school supervision.

If you wish to contest the imposition of an in-school suspension you shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. At such conference, the student and parent/guardian shall be subject to questioning by the building principal/designee and shall be entitled to question school personnel involved in the matter being grieved.

After the informal conference, you have the right, upon two (2) school business days to present a written and/or oral grievance to the superintendent or designee. If the grievance is not resolved, you have the right, upon two (2) school business days prior notice, to present a written and/or oral grievance to the board of directors during the board's next regular meeting.

GRIEVANCE FLOW CHART

Principal:

- Right to an informal conference with principal/designee
- Must notify employee whose action is being grieved as soon as reasonably possible.



Assistant Superintendent for Educational Services:

- After the building-level grievance meeting, upon two (2) school business days prior notice, parents have the right to present a written and/or oral grievance to the superintendent/designee.



School Board:

- If grievance is not resolved, the parents, upon two (2) school business days prior notice, have the right to present oral/written grievance to the board of directors during the next regular scheduled school board meeting.
- Within ten (10) school business days, the board shall notify parents of its response to the grievance.