

## **STANDARD OPERATING PROCEDURE STUDENT SUSPENSION**

**PURPOSE:** To establish procedures and controls for the issuance of student suspensions from school.

### **REFERENCES:**

DoDEA Regulation 2051.1, August 16, 1996

### **PROCEDURES:**

When the principal determines that suspension from school is the appropriate consequence for a student infraction, after following all of the necessary steps and requirements as outlined in DoDEA Regulation 2051.1, then s/he will do the following:

1. Contact the pupil's parent or guardian in person or by telephone to advise the parent of the suspension.
2. Notify the parent in writing of the suspension by sending home with the student a copy of the notice and by e-mailing to the parent or guardian within one (1) school day. The notice will include:
  - a. A statement of facts leading to the decision to suspend,
  - b. A statement indicating whether it is an in-house or away from school suspension,
  - c. If the suspension is to be served away from school, a statement that the student is to remain away from school and/or school sponsored activities (including, when appropriate, DODDS resident halls) during the period of suspension unless given written authorization by the principal to be present,
  - d. The date and time the student can return to school,
  - e. A request that the parent of guardian attend a conference with school officials regarding the student's behavior, and

- f. A notice of the appeal procedures by which the student may appeal the suspension.
- 1. The Principal will report suspensions of each student, providing a copy of the suspension letter to the parent or guardian, to:
  - a. The District Superintendent through the Chief of Staff, and
  - b. The installation/community commander or the base discipline committee.
- 4. Attached is a sample Letter of Suspension that covers paragraphs 2.and 3.above.

**CONTROLS**

- 1. Copy of Suspension Letter to District Superintendent's Office
- 2. Copy of Suspension Letter to Installation/Community Commander

  
Linda L Curtis  
Superintendent