

## School Suspension Checklist

### Document *Everything*

- Phone Calls
  - Who? (name and title)
  - When? (date and time)
  - What? (topic)
- Written Notices
  - How did you receive? (sent home with child; FedEx; standard mail; email)
  - When received? (date and time)
  - Keep everything (documents *and* envelopes)
- “Alternate Instruction” (Tutoring)
  - When did it start? How were you notified? Virtual or in-person?
  - Who is the instructor (teacher? tutor? aide?) How many other students?
  - How many hours does your child actually receive?
  - Is your child making progress?

### Request an Informal Principal’s Conference [See Template]

- Hand-Deliver or Email
  - Keep a copy and write down the name of the person you gave it to.
  - If email, confirm receipt. Either save response email or, if none, call and reply to your original email summarizing phone call.
- This conference must occur before your child is suspended, unless your child is an “ongoing danger” to the school community.
- Request an interpreter, if needed.

### Prepare for and Attend Superintendent’s Hearing (and, If Your Child Receives Special Education, Manifestation Determination Review)

- Discuss the charges with your child; decide how they will plead (guilty, not guilty).
- Request an interpreter, if needed.
- Hearing: Explain your child’s side of the story; request suspension alternatives.
- MDR: Was your child’s behavior (a) related to their disability or (b) the school’s failure to implement their IEP (e.g., was their aide absent? have they received all OT, PT, counseling, etc.?)

### Request Return Conference with Principal and Social Worker/Guidance Counselor