

# Teacher's Notice of Pupil Suspension

Pursuant to California Educational Code 48900,

\_\_\_\_\_  
*Name of Student*

has been suspended from \_\_\_\_\_, period \_\_\_\_\_  
*Name of Class* *Period*

on \_\_\_\_\_ because:  
*Date/Time of Suspension*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**\*\*\*Other means of correction have been tried have failed to bring about proper conduct.**

Pupil suspension is only from the class stated above and not from the school. Attendance by the pupil is required at all other classes during the period of suspension.

The period of suspension is for:

- The remainder of the day or period on which the suspension occurred.
  
- The remainder of the day or period on which the suspension occurred and the following school day.

You are hereby requested to attend a parent-teacher conference regarding the suspension of your child on

\_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_  
*Date* *Time* *Location*

**NOTE: (Parent-Teacher Conference must be requested on all suspensions by teachers. \* Education Code Section 48910)**

If another time is more convenient, please telephone the undersigned teacher to arrange a meeting as soon as possible.

\_\_\_\_\_  
*Teacher Signature* *Date* *Phone number*

Copy To: Site Administrator

The following chart is only for quick reference when a teacher believes a student should be suspended from their classroom per local district board policy and sections of the Education Code.

### QUICK REFERENCE CHART SUSPENSION BY A TEACHER

