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**

- Pupil commits act(s) enumerated in Education Code Section 48900.

- Teacher may suspend for day of suspension and day following from only that teacher's class period after exhausting all correctable remedies.

- Teacher immediately reports to and sends pupil to principal or Designee.

- Teacher asks parent to attend parent-teacher conference, which may, whenever feasible, also be attended by a school counselor, psychologist, or administrator per request.

- Teacher and principal MUST concur in any decision to return the pupil to the class from which suspended during the period of the suspension.

- Teacher MAY require the pupil's parents or guardian to attend the pupil's class pursuant to Education Code section 48900.1

- Student may not be placed in another regular class during period of suspension.