



Tantasqua Regional/School Union 61 Districts

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Superintendent of Schools

Procedures for In House Suspension

- A. In school suspension (M.G.L. c.71, section 37H 3/4) Principal Hearing**
- a. Principal, verbally by phone/in person, informs the parent and/or guardian of the disciplinary offense, reasons for concluding that the student committed the infraction and length of the in school suspension.
 - b. The Principal informs the student of the disciplinary charge and provides the student the opportunity to dispute the charges and explain the circumstances (Due Process).
 - c. Principal determines student-committed offences; the Principal must inform the student of the length of the suspension; which may not exceed ten days cumulatively or consecutively.
 - d. Principal invites parent and/or guardians to a meeting to discuss the student academic performance and behavior, strategies for student engagement, and possible responses to the behavior.
 - e. The parent/guardian meeting must be scheduled the day of the suspension, or as soon as possible, and the Principal must document at least two attempts to reach the parent and/or guardian for the purpose of verbally informing them.
 - f. The Principal will send written notice to the student and parent/guardian about the in school suspension, inviting the parent /guardian to a meeting, if one has not already occurred, which must be delivered on the day of the suspension.
 - g. Principal must send a copy of the written determination to the superintendent, explaining reasons for imposing an out-of-school suspension for a student in grades preschool through grades K-3, before a short-term suspension takes effect.