

# Kalamazoo Public Schools

## Snap Suspension Notice

**School:**

**Date:**

**Student Name:**

**Teacher Name:**

**Class Period:**

**Time:**

**Student Offense and Detail:**

Physical assault\_\_

Fighting\_\_

Vandalism that substantially disrupts the classroom environment\_\_

Repeated Cat. 2 conduct that is substantially disruptive\_\_

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**Conference with Student (date and details):**

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**Administrator action (if needed):**

Detention

Suspension

Restorative Justice

Mediation Assigned

**Parent Conference (Date and Time):**


*Per the State of Michigan Revised School Code [MCL 380.1309], a teacher may suspend a student from the classroom for up to one classroom period or one day for the conduct specified above.*

- *Promptly upon suspending the student, the teacher notifies the principal with this form and sends the student to the principal or the principal's designee for appropriate action.*
- *If a student is suspended through the "Snap Suspension" process, within 5-7 school days, the teacher must invite the parent or guardian to a parent-teacher conference to discuss the incident.*
- *Whenever practicable, the teacher shall arrange for a school counselor, school psychologist, or school social worker to attend the conference.*