



**To:** All High School Principals and Assistant Principals  
**From:** Ian Roberts, Network Superintendent of High Schools

**Reminder/Directive:** Please do not finalize any **Type 1 suspensions** without a conversation with your Network Superintendent. As you prepare to discuss your thoughts about Type 1 suspensions, here are the SEVEN data points that will always guide our discussion and decision:

1. Students' academic performance/deficits – What documented interventions have the school and team tried?
2. Student's last school attended - What were their strengths and areas of growth?
3. Students current home situation - (with whom do they live? How many in the home? Is this a student in transition? Etc.)
4. Post-secondary or individual plans - (has any member of the SLT discussed the student's goals and desires?) Is there an adult in the building with whom the student is connected?
5. Student's disciplinary history – Is this behavior typical of the student?
6. Interventions that the school and school team tried with the student.
7. Possible alternative to suspension – Is there another consequence or support at this time that will get to the outcome of improved student behavior?

*Note: Before finalizing any out of school suspensions (OSS), it would behoove you or your team to ask the aforementioned questions of students. The goal is not just to ask these questions for informational purposes; it allows you to gain additional insight into the student at the end of the discipline decision.*