



NOTICE OF IN-SCHOOL SUSPENSION FINDING

VIA _____

Date:

Parent/Guardian: _____

Address: _____

Re: _____

Dear Parent/Guardian:

Today your child was placed on in-school suspension for violation(s) of the Springfield International Charter School Code of Conduct, which is available here <https://www.sics.org/students-families/handbook>. The in-school suspension was imposed after it was determined that on _____, your child did _____. This in-school suspension shall be for the duration of _____ days, beginning on _____ and ending on _____, 2025/26. During the in-school suspension, your child will have the opportunity to make up assignments and other schoolwork as needed to make academic progress.

The Massachusetts Student Discipline regulations, 603 CMR 53.00, define an “in-school suspension” as “removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year.” There is no right to appeal this decision unless the student has over 10 cumulative days of suspension.

If you would like to meet to discuss this in-school suspension, please contact me at [413-783-2600](tel:413-783-2600) at your earliest convenience so that we can discuss the behavior and your child's academic performance, along with options for responding to this behavior going forward.

Sincerely,

School Principal/Assistant Principal

cc: Justin Baker, Director
Cynthia Miller, Special Services Director