**Suspension Center Process**

1. Once the administrator has determined that a suspension will occur, they should notify the parent of the option to attend the “Suspension Center.”

1. After the decision is made between the student and the parent to attend the “Suspension Center”, complete required documents.
2. Email Mr. Smith, Mrs. Horsley, Mrs. Goins and Mr. Pegues the name(s) of the student(s) that will be attending the Suspension Center. Also, please notify the students’ teachers that assignments will be due within a 24 hour period (NO EXCEPTIONS). All assignments should be forwarded to Mrs. Horsley and Mr. Pegues through email or inter-office mail.
3. Once the student reports to the Suspension Center, an email will be sent to the referring principal. After the completion of the suspension, Mrs. Horsley will email the principal and/or designee the attendance report.
4. Mrs. Horsley will return all completed assignments back to the referring school principal through inter-office mail once the student has completed the entire suspension.
5. If a student is currently taking medication, please have your school nurse coordinate the delivery of the medication to Shaw Academy for the duration of the suspension.

“Great things are not done by impulse,

But by a series of small things brought together”

Vincent Van Gogh