MEMO: Principals
FROM: C. Wesley Grant
RE: Administrative Procedures

The Policy Committee, a majority of the principals and staff of the middle and high schools and the Superintendent have approved the administrative procedures outlined below.

Administrative procedures to be implemented and followed by all school principals beginning with the 1988-89 school year are:

- A student on off-campus suspension for the first time, except for infractions involving drugs or alcohol, will be given the opportunity to make up tests, but not daily assignments.
- A student who has been on off-campus suspension more than once during the school year will not be allowed to make up any school work and will receive a zero for all graded work missed.
- A student who has been placed on suspension (on-campus or off-campus) is prohibited from participating in all extracurricular activities.

cc Staff