

**Notice of Suspension**

<b>Student's Name</b> _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
<b>Student's Address</b> _____			
<i>City</i>	<i>State</i>	<i>Zip Code</i>	
<b>Student's Age</b> _____	<b>Date of Birth</b> _____	<b>Sex</b> _____	<b>Student's Phone Number</b> _____
<b>School</b> _____	<b>Grade</b> _____	<b>Homeroom/Classroom</b> _____	

To: \_\_\_\_\_

*Name of Parent/Guardian* *Date*

STATEMENT OF REASONS FOR SUSPENSION: The student named above has violated the following rule or standard of conduct and has demonstrated the behavior described below which constitutes cause for suspension. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Incident reported by: \_\_\_\_\_ on \_\_\_\_\_ at approximately \_\_\_\_\_ ☐ AM ☐ PM

Incident investigated by: \_\_\_\_\_ on \_\_\_\_\_ at approximately \_\_\_\_\_ ☐ AM ☐ PM

This student has a disability under ☐ Section 504 ☐ IDEA (Individuals with Disabilities Act).

School officials have determined that this offense ☐ does ☐ does not warrant a recommendation for expulsion.

**SUSPENSION SHALL BE ASSIGNED AS FOLLOWS:**

The suspension shall start on \_\_\_\_\_ ☐ AM ☐ PM

The suspension shall end on \_\_\_\_\_ ☐ AM ☐ PM

**NOTE: If the day of suspension is not an actual school day (snow, ice, etc.), the day of suspension automatically extends to the next day school is in session.** In the event a student acts in such a manner as to warrant expulsion, the Principal may suspend the student for up to the maximum number of days permitted by policy 09.434. In such cases, the Principal shall then request the Superintendent to institute expulsion proceedings and notify the parent/guardian within 24 hours of their child's suspension to be followed by this written notice. Should the Superintendent decide to pursue expulsion, s/he shall provide the student and his/her parents with written notice of the specific acts committed by the student that constitute probable cause for expulsion and citing these acts as the reasons for the suspension imposed by the Principal.

\_\_\_\_\_  
*Signature of Principal/Designee* *Date*

**DUE PROCESS**

Due process was afforded as evidenced by ☐ oral ☐ written notice of the charges. If the student denied the charges, s/he was given the opportunity to present his/her version and these comments ☐ are ☐ are not on file. ~~The parent should call to schedule a conference that is a prerequisite to readmission.~~ **As a prerequisite for readmission the guardian must conference with administration and the student must conference with the Guidance Counselor.**

Review/Revised:6/16/05