

NOTICE OF SUSPENSION

(Date)

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

(Parent's name)

(Parent's address)

Re: Notice of Suspension — _____ (student)

Dear _____:
(name of parent)

This letter is to inform you that your child, _____ (student's name) was suspended from school on _____ (date) for a period of _____ school days for the offense of _____ (name the offense), a violation of the Student Code of Conduct.

Prior to taking any disciplinary action, the _____ (principal or designee) had a conference with your child and told _____ (him) (her) about the alleged misconduct. _____ (student's name) was given an opportunity to explain _____ (his) (her) side of the incident. In addition, the District considered factors relating to the violation, such as self-defense, intent or lack of intent at the time your child engaged in the conduct, disciplinary history, or a disability that impairs your child's capacity to appreciate the wrongfulness of (his) (her) conduct. The evidence indicated that your child engaged in _____ (conduct). Your child has been suspended and will not be readmitted to school until _____ (date).

Your child will be permitted to make up assignments and tests that are missed during the suspension period. In accordance with District policy, no grade penalty will be imposed on that makeup work.

If you wish, we can schedule a conference to discuss this disciplinary action and the student's misconduct. You may schedule this conference by calling _____ (telephone number).

It is your responsibility to provide adequate supervision of your child during the period of suspension. _____ (student's name) is not to appear on school property or at a school-sponsored or school-related activity during the period of suspension.

Please call me if you have any questions regarding this matter.

Sincerely,

Principal