

<b>WARREN COUNTY SCHOOLS</b>	<b>NOTICE OF SHORT-TERM SUSPENSION (10 school days or less)</b>
TO - Parent/Guardian Name:	Student's Name:
Address:	School:
City:                      State:                      Zip Code:	Student ID Number:
Home Phone: Work Phone:	Grade:

Date: \_\_\_\_\_

Dear Parent/Guardian:

The purpose of this letter is to notify you that your son/daughter has been suspended from school for \_\_\_\_\_ school days, beginning \_\_\_\_\_ through \_\_\_\_\_. Your child may return to school on \_\_\_\_\_.

The reason for the suspension is as follows: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The above misconduct violates the following School Board Policy or Regulation:

- Policy 4300, Student Conduct and Discipline, Rule \_\_\_\_\_.  
 Other Policy or Regulation \_\_\_\_\_.

These policies and regulations can be found in your Student and/or Parent Handbook.

If you would like a conference to discuss the reasons for this suspension, please feel free to call me. My telephone number is \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  Principal  Assistant Principal

**Notice of Due Process Rights: Please read page 2 of this form for an explanation of your due process rights.**

<b>FOR SCHOOL USE ONLY</b>			
Date:	Time: Period:	Site/Location:	Reported by:
Gender:	Race:	Age:	
EC Status:	Free/Reduced Lunch: Homeless:	Y    N Y    N	LEP:    Y    N Migrant:    Y    N
Parent/Guardian Contacted:	Contact Date: Contact Time:	Contacted By:	Contact Method:
Act Type: PD    RO    UB	Weapon Type:	Reported to Law Enforcement:    Y    N	Date of Investigation: Investigator:
ALP: Considered: Y    N	ALP Provided: Y    N	Time Assigned to ALP:	Reason Not Provided:

Original: Parent

Copy: \_\_\_\_\_ Principal

SS-112

Revised 02/28/11

\_\_\_\_\_ Exceptional Children Director

\_\_\_\_\_ RO and PD Offenses – Director of Student Services

Due Process – Right to Appeal - Policy 4351 and 4360  
Short-Term Suspensions

Your child will have:

- The opportunity to take textbooks home for the duration of the suspension;
- The right to inquire about homework assignments for the duration of the suspension; and
- The opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

A student may appeal to the superintendent any disciplinary consequence imposed by a school administrator. The appeal must be in writing and must be received by the superintendent within three days of the disciplinary action. The consequence imposed by the school administrator need not be postponed pending the outcome of the appeal. However, either the principal or superintendent may decide to postpone the consequence until after the superintendent's review.

The student may submit in writing any statement or evidence to support his or her position. The principal must submit in writing a description of the misbehavior, the board policy, school standard or school rule that was violated, and the basis for the consequence imposed. Unless the superintendent determines that evidence cannot be fairly presented in this manner, the written documents shall constitute the record reviewed by the superintendent.

The superintendent must make a written decision within two school days of receiving the documents. The superintendent may uphold, modify or reverse the school administrator's decision. The superintendent may not impose a more severe consequence unless necessary to comply with board policy or unless further investigation brings additional information to light that was not part of the principal's original decision. If the superintendent determines that the student did not violate any board policy, school standard or school rule, any reference to the alleged misbehavior is to be removed from the student's record.

A student may appeal the superintendent's decision to the board. The appeal must be in writing and must be received by the superintendent within three days of when the student received the superintendent's decision. The board or panel of the board will review the superintendent's decision and other documents reviewed by the superintendent including those submitted by the principal or student. The board will review the superintendent's decision to be sure that (1) there was a reasonable basis for determining that the student engaged in the specified misbehavior; (2) a board policy, school standard or school rule was violated; (3) the consequence for the violation was reasonable; and (4) procedures required by board policy were followed. Hearing procedures will follow board policy 2500, Hearings Before the Board.