

**NOTICE OF SUSPENSION
(MORE THAN 10 SCHOOL DAYS)**

(DATE)
(Parent or Guardian)
(Address)

Re: Proposed Suspension of (Name) from Valliant (Name) School

Dear (Parent or Guardian):

I regret to inform you that your child, (Name), has been temporarily suspended from school pending a hearing to be conducted before me in the principal's office. From the investigation, it was determined that your child was involved in the following misconduct and/or violation of district or school rules and regulations:

(Describe)

The proposed length of suspension in (time).

Your child is entitled to a hearing to determine if he/she violated the rules in the manner stated above and whether he/she should be suspended for more than ten school days, not to extend beyond the current and the next succeeding school term. If you desire a hearing, please notify the principal's office at 580-933-XXXX within five (5) days; that is, by (date). If you request a hearing, it will be scheduled as soon as practicable at a mutually convenient time. Your child will remain on temporary suspension until the hearing is held. If you do not request a hearing within five days, you will waive the right to a hearing, and the principal will enter an order suspending your child for more than ten school days if he/she deems appropriate.

Please be advised that at a hearing your child may be represented by you, another adult, or an attorney and may seek to refute any allegations of misconduct. If he/she is represented by someone other than yourself, please advise the principal prior to the hearing.

At a hearing you and your child may present any witnesses or documentary evidence in an effort to refute the charges of misconduct and on the issue of a proper punishment, if it is determined that the misconduct occurred.

If you request a hearing, the school's administration will provide you with a list of the witness who will testify on behalf of the administration, together with a short description of their testimony. Documents may also be used at the hearing. If so, a copy of the documents will be provided to you prior to the hearing.

A copy of the school district policies regarding discipline procedures is attached to this letter. Please review these policies.

If you have any questions regarding the reasons for the proposed suspension or anything connected with the hearing, please call me.

Respectfully,

Superintendent