

STUDENT DISCIPLINE
(Letter for Suspensions of Ten or Fewer Days and Recommendation of More than Ten Days)

Note: This form is intended to be used as a template for a more personalized letter.

Re: _____ (Student=s Name)

Date: _____

Dear Parent(s)/Guardian(s):

_____ (Student=s Name) has been suspended for ten (10) school days for _____ (reasons for suspension). The student has been notified of the suspension and given an opportunity to explain his or her version of the incident.

The suspension will begin on _____ (date). Your student will be able to return to school on _____ (date) unless your student's suspension is extended by the superintendent. However, if a scheduled school day is cancelled (snow day, etc.), the suspension automatically extends to the next day school is in session.

I have forwarded a record of this incident to the superintendent with a recommendation that your student be suspended for more than ten (10) days. The superintendent=s office will notify you if your student's suspension will be extended.

A readmission conference may be required prior to your student returning to school. If so, you will be informed of the time and place of the conference.

While suspended, students are not permitted to participate in or attend district activities or events, even if those events do not occur on district property. Further, your student is not allowed to be on or near district property unless prior permission is given by the superintendent or designee.

Note: *The following portion of this form may not be applicable to all students. Please remove the following language if the suspension was not for one (1) of the reasons listed in the paragraph below.*

Because your student was suspended for a criminal act listed in ' 160.261, RSMo., or an act of violence or drug-related activity defined by Board policy as a serious violation of school discipline, your student is not allowed while under suspension to be within 1,000 feet of any district property or

FILE: JG-AF5
Critical

any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exists:

1. Your student is under the direct supervision of a parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. Your student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the school district.
3. Your student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

Failure to abide by these restrictions could result in an additional suspension or expulsion of your student.

Please feel free to contact me if you would like to discuss this matter further.

Sincerely,

Signature of Principal

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 09-12-2002

Revised: 04-12-2012

Tri-County RVII School District; Jamesport MO