

STUDENT DISCIPLINE, SUSPENSION AND DUE PROCESS

NOTICE OF SHORT-TERM SUSPENSION

Parent Name \_\_\_\_\_ Date \_\_\_\_\_

You are hereby notified that \_\_\_\_\_ (Student) is suspended from school for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Your child is suspended for \_\_\_\_\_ days and may return to school on the morning of \_\_\_\_\_ at \_\_\_\_\_ a.m.

A pre-suspension Due Process Conference with the student was held on \_\_\_\_\_.  
Parent was notified of suspension by:  
\_\_\_\_\_ Telephone \_\_\_\_\_ Personal Contact  
\_\_\_\_\_ Mail \_\_\_\_\_ Letter to Student

A student may appeal a short-term suspension to a Suspension Appeal Committee by submitting a written request for an appeal to the Superintendent within three (3) days after receipt of this notice. A failure to submit a written request for an appeal within three (3) days after receipt of this notice shall constitute a waiver of the student’s right to appeal. Please use form EK-F3 to request an appeal.

Enclosed please find District Policy EK regarding student suspensions. Please contact the principal if you should have any further questions.

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

Adopted: 09/06/11  
Revised: