

**STUDENT DISCIPLINE, SUSPENSION AND DUE PROCESS**

**NOTICE OF LONG-TERM SUSPENSION**

\_\_\_\_\_  
(Parent's Name)

\_\_\_\_\_  
(Date)

You are hereby notified that \_\_\_\_\_ is suspended from  
(Student's Name)

school for a period of \_\_\_\_\_ days for the following reason(s):

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

The nature of the evidence and the names of the witnesses supporting this recommendation are:

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

A student may appeal a long-term suspension to the Board of Education 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 the enclosed form EK-F4 to submit your request for hearing.

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: