

STUDENT CONDUCT - SUSPENSION LETTER

Date

Parent/Guardian Name

Address

City, State, Zip Code

Dear _____ ,

This letter is to follow up on the conversation we had on (date). Your (son/daughter), _____, was suspended out of school on (date) for (number) of days. This action is the result of (describe incident).

Saydel Community School District Board Policy 503.1 "Student Conduct" states:

"Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion."

During an out-of-school suspension the student is removed from the school environment, which includes school district classes and activities. An out-of-school suspension will not exceed ten days.

(Student's name) may receive credit for all school work completed during the period of the suspension. Please make arrangements with the school office for a time when you can pick up the assignments and accompanying materials.

(Other conditions of the suspension can be added here.)

Respectfully,

(Administrator's name)

(Position)

c: President, Board of Education
Superintendent of Schools
Student's Cumulative Folder

Enclosure: Board Policy 503.1