

(Short-Term Suspension Letter)

Date

Mr. & Mrs. _____

Address

City, State, Zip

Dear _____

This letter is to inform you that _____ has been given a **short-term suspension** from school effective _____ through _____. This short-term suspension is the result of

_____.

Insert A or B:

- A. I attempted to speak with you on _____ at _____ AM/PM to discuss this situation in hopes that we can work together to bring about a positive resolution to the problem. Because we were unable to reach you, I am asking that you call me at your earliest convenience to discuss this matter. I may be reached at _____.
- B. I spoke with you on _____ at _____ AM/PM and discussed this situation with you in hopes that we could work together to bring about a positive resolution to the problem.

Students on suspension cannot be on the school grounds or at any extracurricular event without prior permission from an administrator.

If you feel aggrieved by this action, you may request an informal conference with the principal for the purpose of resolving the grievance. If you are not satisfied with the building level conference outcome, you may, upon two (2) school business days' prior notice, present your written and/or oral grievance to the District Hearing Officer.

Please note this short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal or his designee elects to postpone such action.

Sincerely,

Name

Principal

- Cc: Superintendent
 District Hearing Officer
 Transportation Supervisor
 Director of Special Services (if relative)
 Student File