

OTTAWA-GLANDORF SCHOOLS

Form 5610 F2

NOTICE OF INTENT TO SUSPEND

STUDENT DATA

Date _____
Student's Name _____
School Building _____ Grade _____
Name of Parent or Guardian _____
Address _____

VIOLATION NOTIFICATION

Dear _____
You are hereby advised that it is my intent to suspend you. The reason(s) for the suspension (is) (are) as follows:
Violation of the Student Code of Conduct Rule(s) # _____

The suspension will be for _____ school days, commencing _____ and ending on _____. In the event school is closed for any reason during this period, you are not to return to school until _____ days have been served. From the time you are suspended, you are not to be on school property for any reason or attend any school-related activity or event.

This is your opportunity for an informal hearing. You may ask questions, challenge the reason(s) for the suspension, and/or otherwise explain your actions.

SIGNATURES

Date _____

School Administrator's Signature _____

I hereby acknowledge receipt of this notice of intent to suspend and that I have had the right to an informal hearing in order to explain what did or did not happen.

Date _____

Student's Signature _____

cc: Superintendent, Treasurer

The Superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in R.C. 3313.662(A) that was committed when the student was sixteen (16) years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.