

OTTAWA-GLANDORF SCHOOLS

Form 5610 F3

NOTICE OF SUSPENSION

Rev 2-2015

STUDENT DATA

Date _____

Student's Name _____

School Building _____ Grade _____

Name of Parent or Guardian _____

Address _____

SUSPENSION NOTIFICATION

Dear _____

You are hereby notified that _____ has been suspended pursuant to Board policy. The reason(s) for the suspension (is) (are) as follows:

Violation of the Student Code of Conduct Rule(s) # _____

You have the right to appeal this decision to the Board's designee, Superintendent, Don Horstman, to be granted a hearing before the Board's designee in order to be heard against the suspension and to be represented in the appeal proceeding by a representative of your choosing. You have the right to request the hearing to be held in executive session. Please contact the Superintendent by letter at your earliest convenience if you intend to pursue an appeal, so that a hearing time and place can be scheduled. You have ten (10) school days from the receipt of this notice in which to file an appeal.

Students placed on a suspension are not permitted involvement in or attendance at extra-curricular activities and will receive an unapproved absence for suspended days.

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.

The suspension information details follow:

Out of school suspension for _____ day(s) beginning on _____ and ending on _____.

Your child is not permitted on school grounds or at school functions during this time period. Parents will assume total responsibility for the conduct and behavior of their child during this period of suspension.

Your child will be allowed to make up the missed school work providing the assignments are completed by the first day of class s/he returns to school from the suspension.

Your child will receive credit for work that is completed properly.

If you have any questions regarding the above, please feel free to contact me at _____.

Date _____

School Administrator's Signature _____