

**STUDENT DISCIPLINE**  
*(Letter for Suspensions of Ten [10] Days or Less)*

*Note: This form is intended to be used as a template for a more personalized letter.*

Re: \_\_\_\_\_ (Student's Name)

Date: \_\_\_\_\_

Dear Parent(s)/Guardian(s):

\_\_\_\_\_ (Student's Name) has been suspended for \_\_\_\_\_ school days for \_\_\_\_\_ (reasons for suspension). The student has been notified of the suspension and given an opportunity to explain his or her version of the incident.

The suspension will begin on \_\_\_\_\_ (date). Your student will be able to return to school on \_\_\_\_\_ (date). However, if a scheduled school day is cancelled (snow day, etc.), the suspension automatically extends to the next day school is in session. While suspended, students are not permitted to participate in school activities or events. Further, your student is not allowed to be on school property unless prior permission is given by the superintendent or designee.

*Note: The following portion of this form may not be applicable to all students. Please remove the following language if the suspension was not for one of the reasons listed in the paragraph below.*

Because your student was suspended for a criminal act listed in § 160.261, RSMo., an act of violence or drug-related activity defined by Board policy as a serious violation of school discipline, your student is not allowed while under suspension to be within 1,000 feet of ANY public school in the district unless one (1) of the following conditions exists:

1. Your student is under the direct supervision of a parent, legal guardian or custodian.
2. Your student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the student's principal.
3. Your student is attending an alternative school that is located within 1,000 feet of a public school in the school district.

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4. Your student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

Failure to abide by these restrictions could result in an additional suspension or expulsion of your student.

Please feel free to contact me if you would like to discuss this matter further.

Sincerely,

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Signature of Principal

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***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: 11/20/2000

Last Revised: 04/05/2005

Clinton School District #124, Clinton, Missouri