

**STUDENT DISCIPLINE**  
***(Letter to Parents Recommending Suspension of More than 181 Days)***

*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):

After investigating the incident, I have decided to recommend to the Board of Education that \_\_\_\_\_ (Student's Name) should be suspended for \_\_\_\_\_ school days, in addition to the ten (10) days he or she has already been suspended, for a total of \_\_\_\_\_ school days. If the Board accepts this recommendation, 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.
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.

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

The Board will make a final decision on the length of your student's suspension after a hearing. The hearing will be held at \_\_\_\_\_ A.M./P.M. on \_\_\_\_\_ (date) at \_\_\_\_\_ (address).

If this date is inconvenient, or if you have any other questions regarding this matter, please contact the district's attorney at the following address:

Name of Attorney: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

The student may be represented by counsel, testify, call witnesses, cross-examine witnesses and present evidence. Enclosed please find the *Notice of Charges*.

The Board will conduct a hearing regarding this incident, regardless of whether you or your student attend the hearing, unless the right to a hearing is waived. To waive the hearing, sign the enclosed *Waiver of Right to Hearing* and arrange a meeting with the superintendent or his/her designee to discuss the suspension.

Sincerely,

\_\_\_\_\_  
Signature of Superintendent

Enclosures: *Notice of Charges*  
*Waiver of Right to Hearing*

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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