

SUSPENSION OF STUDENT
(Sample Suspension Letter)

Month/Day/Year

To the Parent/Guardian of (student's name):

This is notification that your son/daughter, _____, has been suspended in accordance with Wisconsin Statutes 120.13(1)(b)(2) for a period of **(up to five (5) days)** from _____ to _____.

_____ is being suspended because he/she:

(choose one or more below)

violated or refused to comply with school or school district rules as stated in the code of conduct ,or

knowingly conveyed any threat or false information concerning an attempt or alleged attempt being made, or to be made, to destroy any school property through vandalism or by means of explosives, or

engaged in conduct that, while at school or while under the supervision of a school authority, endangered the property, health, or safety of others; or

engaged in conduct that, while not at school or not under the supervision of a school authority, endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or school board members of the school district in which the pupil is enrolled, or

possessed a firearm while at school or while under the supervision of a school authority;

and

that the student's suspension is reasonably justified (this should be included on all suspension letters).

(then state specific problem)

If you choose to appeal the suspension, you must communicate your appeal, in writing, to the District Administrator within 5 days following the commencement of the suspension as stated in Board Policy JKD.

Students who have been suspended shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period or to complete course work missed during the suspension period.

Prior to reinstatement, School Board policy requires that one or both parents (guardians) accompany your child to school for a re-admittance conference with the principal. If you have any questions regarding this matter, please call me at _____ **(telephone number)**.

Sincerely,

Principal