

## Notice of Suspension and Referral to District Case Management

Date \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Address

Dear Parent:

After conducting a thorough exploration of facts, it has been determined that you student has violated the District's Safe and Orderly Schools Policy as follows:

\_\_\_\_\_  
Your student has been suspended. Due to the severity and/or nature of the infraction, this matter has been referred to the District Case Management Team. It is composed of representatives from Student Services, other Administrators, Special Education, and/or 504 ADA Committee. They will determine whether long-term discipline is warranted. They may also request your consent to initiate academic and behavioral evaluations to better assess this situation. The Team will meet to discuss your student's situation on \_\_\_\_\_.

Prior to referring this matter to the Case Management Team, the following measures were taken:

- √ Student and Parent were notified of disciplinary charges, given opportunity to present his/her version of the incident in writing and discuss any circumstances they feel need to be considered.  
Date \_\_\_\_\_ By Whom \_\_\_\_\_ Written Statement? Yes/No
- √ Meeting with parent to discuss disciplinary charges possible disciplinary actions.  
Date \_\_\_\_\_ With Whom \_\_\_\_\_

After receipt of the referral, the Case Management Team will meet with me to review all of the information collected in the investigation including statements provided by your student and yourself to determine if consequences beyond short-term suspension are required. These consequences may include transfer to a different school, long-term suspension, or expulsion.

Once the Case Management Team renders a decision, you will be notified by letter. If your student is to be expelled from Davis County Schools for a period of longer than 10 days, you will have the right to request an appeal hearing before an impartial hearing officer appointed by the Superintendent of Schools. As part of an appeal hearing, you will have the right to be represented by legal counsel at our own expense, and the right to examine all relevant records. Under District policy, you must request an appeal hearing no later than (10) school days following receipt of the Case Management Team's decision. Your failure to request a hearing within that time will be deemed a waiver of your right to appeal the decision.

Thank you for your cooperation in this serious matter. Please call if you have any questions.

Sincerely,

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Title

Cc: \_\_\_\_\_, School Director

Casey Layton, Director of Safe Schools. A copy of this letter was hand delivered / sent by certified mail to the above named parent or guardian on \_\_\_\_\_.

Circle method of delivery

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