

BUILDING LETTERHEAD**DATE****PARENT/GUARDIAN
ADDRESS**Re: **STUDENT NAME**Dear **PARENT/GUARDIAN NAME**,

I am suspending **STUDENT NAME** for five days, **DATE**, through **DATE**, and recommending that a Superintendent's Hearing be held for a long-term suspension. The reason for the suspension is insubordination and conduct that otherwise endangers the safety, morals, health, or welfare of themselves and others. Specifically, on or about **DATE, CHARGES**. This is a violation of the Code of Conduct, specifically, **CODE LANGUAGE AND PAGE**.

The Superintendent's office will be notifying you of the date and time of the hearing. During the hearing, you have the right to:

- Right of the student to have their counsel present at the hearing
- Right of the student and/or their counsel to ask questions of witnesses or administrators and to present witnesses and other evidence on behalf of the student.

Prior to the Superintendent's Hearing, a member of the **BUILDING NAME** team will be reaching out to provide support to you, including sharing resources and information about your child's rights. Families may also access the office of Student Services for assistance by calling 336-3055.

Following the hearing, the hearing officer would report findings of fact and recommendations as to an appropriate disposition to the Superintendent. The hearing officer's recommendation is advisory to the Superintendent. The Superintendent's decision may be appealed to the Board of Education by the student and his/her parents/guardians.

During the course of **STUDENT NAME's** out-of-school suspension, the school district will provide tutoring services for them. Our building or Student Services department will reach out to you with the specific time and location of tutoring. In the meantime, **STUDENT NAME** should work on assignments for their classes in Schoology and may reach out to their teachers directly with questions. Once tutoring is scheduled, **STUDENT NAME** should arrive with their device, planner, books, class materials, and supplies. If **STUDENT NAME** will be absent from tutoring, it is your responsibility to call the attendance office at **BUILDING ATTENDANCE LINE** to inform them of the reason for their

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absence. The attendance office will notify the tutor in the event of an absence. Late arrivals to the tutoring session will result in the student being sent to their administrator.

While **STUDENT NAME** is suspended, **STUDENT NAME** is excluded from all academic and extracurricular activities. **STUDENT NAME** may not visit any other school in the West Irondequoit Central School District or be on district property, including the Helmer Nature Center, except to receive district tutoring. **STUDENT NAME** may not attend any extracurricular functions or activities such as dances, sports, club meetings, etc. If **STUDENT NAME** does not follow these guidelines, they will be in violation of the suspension. This will be considered trespassing on school property, and additional consequences may apply.

Please understand that the pupil and/or the parents/guardians have the right to request a meeting with the principal to discuss this suspension, to present the pupil's version of events, and to question complaining witnesses as part of the informal conference. If you would like to request a meeting, please call **PHONE NUMBER** to set up an appointment.

Sincerely,

PRINCIPAL'S NAME

Principal

BUILDING NAME

cc: A. Johnson, Superintendent
ASSISTANT PRINCIPAL, Assistant Principal
COUNSELOR, Counselor