

STUDENT SHORT-TERM SUSPENSION
(A Suspension for No More Than 10 Days)

FILE: JGD-E

(To be placed on school letterhead)

(Date)

Dear (Parent/Guardian):

This letter is to inform you that your son/daughter (student name), grade (grade level), will be suspended from school for (number) days. The effective dates of the suspension will be from (beginning date) to (ending date). He/she will be suspended for violating the following school discipline code(s):

[list violation(s)]

(Student name) is not to be on school grounds and cannot participate in any school function during this suspension.

G.S. 115C-391(b) states: "The principal of a school, or his or her delegate, shall have the authority to suspend for a period of 10 days or less any student who willfully violates policies of conduct established by the local board of education. When a student is suspended under this subsection for a period of 10 days or less, the principal, or his or her delegate, shall give notice to the students and the student's rights under this subsection. Students are permitted to take any quarterly, semester or grading period examinations missed during the suspension period."

This subsection also allows for the following:

- "(1) The opportunity to take textbooks home for the duration of the suspension.
- (2) The right to inquire about homework assignments for the duration of the suspension.
- (3) The opportunity to take any quarterly, semester or grading period examinations missed during the suspension period."

There is no appeal process in the specific statute related to suspensions of less than 10 days. However, G.S. 115C-45 provides a general appeal process: "An appeal shall lie from the decision of all school personnel to the appropriate board of education." Appeals of suspensions for less than 10 days are made through the superintendent or his designee.

Also, if checked below, the following provision applies to this discipline situation:

_____ In accordance with Board Policy IG AJ, this student will not be allowed to take driver's education from Transylvania County Schools for one year from the date of the suspension. This policy applies to suspensions for violations concerning the possession or consumption of alcoholic beverages or illegal substances, possession of a weapon, and the assault of school personnel on school property.

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By state law (G.S. 20-11), students suspended or assigned to an alternative learning program for more than 10 consecutive days for such an offense will not be allowed to hold a driver's permit/license for one year from the date of the offense.

If you have any questions about the suspension, please contact me at (phone number).

Sincerely yours,

(Principal)

APPROVED BY BOARD
AND EFFECTIVE 4/6/92
REVISED 11/22/93
REVISED 5/23/94
REVISED 12/10/97
REVISED 7/18/05
REVISED 10/15/07