

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

FILE: JGD-E

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(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 or assistant principal of a school may suspend a student who willfully violates rules of conduct for 10 days or less. Students are permitted 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.

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