

[Date]

Dear [Parent(s)/Guardian(s)]:

Pursuant to NCGS 115C-391(c), you are hereby notified that I have approved [Mr./Mrs./Ms. (Principal's name)] request to suspend your child, [student's name] from school. The suspension will be in effect from [effective date] to [more than ten days]. He/she was suspended for violating the following school and/or School Board discipline code(s)/policy(ies):

[list violations]

During the suspension, [student's name] may not attend any event sponsored by Transylvania County Schools. Additionally he/she is banned from all Transylvania County educational property. Any violation of these conditions may result in prosecution.

If you would like to appeal the suspension to the Board of Education, please notify me or my secretary at (704) 884-6173 within three (3) school days of receipt of this letter.

Sincerely,

[Superintendent]

cc: [Principal]

APPROVED BY BOARD
AND EFFECTIVE 6/27/94
REVISED 1/9/95
REVISED 12/10/97