

TUCSON UNIFIED SCHOOL DISTRICT

School Name
School Address
City, State, Zip
Phone Numbers

Notice of Short-Term Suspension and Notice of Long-Term Suspension Hearing Date

Date

Incident #: #

Parent/Legal Guardian Name

Re: Student Name, Matric: #,

Parent/Legal Guardian Address

Grade: #, Gender: M/F, Ethn: Code,

Tucson, Arizona 857 last 2 numbers of zipcode

Ex Ed: Y/N, 504: Y/N, Manifestation Date: Date

Dear Parent Name:

Student Name has been suspended from school for # days beginning Date and ending Date for conduct in violation of the TUSD *Guidelines for Student Rights and Responsibilities* as follows:

Violation(s): Violation Names

Date of Incident: Date

Description of Student Name Conduct in Violation of the Guidelines: Description of Suspended Student's Conduct in Incident

Due to the nature of the student's alleged conduct, additional disciplinary action may be appropriate. The discipline may result in a long-term suspension of up to one hundred eighty (180) days, with a possible recommendation for expulsion. **A long-term suspension disciplinary hearing will be held on Day of Week, Date of LT Hearing, at Time of Hearing in the Principal's Office.** This process will be conducted in accordance with Administrative Regulations JK-R1 and JK-R2, (Short and Long-Term Suspensions), which are enclosed for your review.

If your home language is other than English, and you wish to have the services of an interpreter at the long-term suspension disciplinary hearing, please call the school office at, Office Phone Number, to make these arrangements.

Student Name may not visit any District school or site during the term of suspension, except for the aforementioned long-term suspension hearing (see above). If it is necessary for the student to visit this school, you must make prior arrangements with me.

Homework has been requested for the student and must be picked up from the School Office. Please be advised that teachers will not prepare additional homework packets until the initial packet has been returned. Students on suspension who successfully complete such assignments shall be allowed a reasonable time to make up tests upon returning to school.

Sincerely,

Suspending Administrator Name

District Administrator

Copies to: Student Equity

Principal

Student Cumulative File