

**Discipline**

**Long Term Suspension Notice**

**NOTICE OF PROPOSED SUSPENSION BETWEEN 11 AND 180 DAYS**

*Hand delivered or Certified Mail Return Receipt Request*

May 10, 2008

Mr. & Mrs. John D. Caprio  
25 Bluebird Lane  
St. Louis, MO 63000

Dear Mr. & Mrs. Caprio:

I understand that Mr. Bob Smith, Middle School Principal, has suspended your child, Bryan Caprio, for ten (10) school days. Mr. Smith has also made a referral to my office for possible future disciplinary action for Bryan's following acts of misconduct:

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This misconduct is in violation of Board Policy [*insert policy number*] and Regulation [*insert regulation number*]. Accordingly, I have decided to suspend Bryan for an additional 45 school days, for a total of 55 school days. Bryan is entitled to a hearing before the Board of Education to determine if he violated the rules in the manner stated above and whether he should be suspended for the amount of time stated above. For such a hearing to take place, you must request it within five school days of your receipt of this letter. You may send written notice of appeal to the Board directly at the District Central Office or call me at 314-555-1212.

If you request a hearing, it will be scheduled as soon as practicable at a mutually convenient time. At a hearing, you and your child may present any witnesses or documentary evidence in an effort to refute the charges of misconduct and on the issue of a proper punishment, if it is determined that the misconduct occurred.

If you request a hearing, the School's Administration will provide you with a list of the witnesses who will testify on behalf of the Administration, together with a short description of their testimony. The Administration may also use documents at the hearing. If documents are to be used, they will be provided to you prior to the hearing.

A COPY OF THE SCHOOL DISTRICT POLICIES REGARDING DISCIPLINE PROCEDURES IS ATTACHED TO THIS LETTER. PLEASE REVIEW THESE POLICIES. I have determined that Bryan's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. Therefore, Bryan will remain on suspension until the hearing is held.

If you have any questions regarding the reasons for the proposed suspension or anything connected with the hearing, please feel free to call me. If you do not request a hearing, my suspension as stated above will stand.

Sincerely,

Superintendent

Enclosures

**NOTE:**

**This form may not be appropriate with respect to a disabled student under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act, or a student who may be suspected of disability. Please consult legal counsel under these circumstances.**