

Newark Public Schools

_____School

**Notification of Evidentiary Hearing for Superintendent's Suspension
(11 days or more) And Due Process Procedures**

Date: _____

Parent's Name _____ Parent's Address _____

Dear _____: Student ID #(as applicable) _____

At the request of _____, Principal of
_____ School, and in view of the seriousness of the charge(s) he/she
has presented against your (son/daughter) _____, he/she is suspended from
school pending a full hearing. Your child will be given the opportunity to make up school work.

The allegations of misbehavior include the following, (state specific reasons with clarity and
definiteness): _____

Witness names and the facts to which they will testify: _____

The full suspension hearing is scheduled for:

Date: _____ Time: _____

Place: _____

Telephone #: _____ Contact: _____

It is most important that you attend this hearing and that you bring your (son/daughter) with you. You may, if you wish, have counsel accompany you to this conference. If you choose to have counsel, you must notify the office of the assistant superintendent or principal no less than 24 hours in advance. You or counsel have the right to question witnesses, present witnesses in your child's behalf, and provide any evidence or statements you may wish. During this period of suspension, your child is not to attend school and he/she should be kept home during school hours.

A copy of the appeals procedure entitled: "Information Sheet for Parents Wishing to Appeal" is enclosed for your convenience.

Sincerely,

Assistant Superintendent

C: Child Study Team Case Manager (if applicable)

Principal

Attachment