

## Newark Public Schools

\_\_\_\_\_ School

### **NOTICE OF SUSPENSION**

(Ten days or fewer, not to exceed two suspensions)

Date: \_\_\_\_\_

RE: \_\_\_\_\_  
Student's Name

Room # \_\_\_\_\_ Grade \_\_\_\_\_

Dear \_\_\_\_\_:

I regret that it has become necessary to suspend your child from school beginning  
\_\_\_\_\_ until \_\_\_\_\_ because of the following reasons:

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Once the suspension begins, your child will be given the opportunity to make up the work. It is expected that, during the period of suspension, you will keep your child home under adequate supervision.

It is important that you meet with me on \_\_\_\_\_ at \_\_\_\_\_.

At that time you will have the opportunity to discuss the relevant facts regarding your child's suspension and plan strategies with us for future positive behavior.

Sincerely,

\_\_\_\_\_  
Administrator

C: Assistant Superintendent

Child Study Team Case Manager (if applicable)

Pupil Resource Committee/Family Support Team/Guidance Counselor