

**Exhibit: Letter**

NOTIFICATION LETTER – SHORT-TERM SUSPENSION

Date:

Dear Parent/Guardian/Adult Student,

Your child has been suspended from \_\_\_\_\_ School, effective \_\_\_\_\_ (date). The period of suspension shall be for \_\_\_\_\_ full school days and your child shall be permitted to return to school on \_\_\_\_\_ (date). During the period of suspension your child shall not be allowed on school property, in school buildings or at school activities.

Please be advised that while on suspension, your child is expected to continue to complete classroom and homework assignments. These assignments must be provided to the classroom teacher upon your child’s return to the classroom. For additional information or assistance on the completion of these assignments, please contact the classroom teacher or my office.

The specific charges in violation of the district code of student conduct (*attached or https://*) are as follows:

***\*Note: the specific charges should be consistent with the district code of student conduct and the district code of student conduct should be attached or a link provided. Information below should be transferred from the applicable sections of the most recent revision of the N.J. Dept. of Ed. “Violence Vandalism and Substance Abuse form (VV-SA) Incident Report Form” (E00-00317)***

1. *The code of student conduct violation/incident;*
2. *The date, time and location of the incident;*
3. *Brief description of the incident;*
4. *The name of the violation category on the district code of student;*
5. *The disciplinary range for the violation category listed on the code of student conduct;*
6. *The disciplinary measures assigned for the specific incident.*

If you have any questions please contact me.

Sincerely,

Principal, \_\_\_\_\_ School  
Phone  
Email

PARENT NOTIFICATION (exhibit continued)

New Jersey law requires that students are entitled to certain “due process rights” before being removed from their educational program. These rights include the following:

1. Advance notice of the conduct which might subject the student to discipline. This notice was provided to your student in the “Code of Student Conduct” at the beginning of the school year. You may obtain an additional copy by contacting the school’s main office;
2. An informal conference with a school administrator, to allow your child the opportunity to hear any accusation of misconduct and to respond to any and all accusations. At this meeting, the student will receive a description of behaviors that may result in suspension or expulsion;
3. The right to receive a description of potential administrative responses to the misconduct, including remedial or disciplinary actions that are based on the severity of the conduct, the student’s age and past history of disciplinary infractions, as well as other relevant factors;
4. Despite the short-term removal from the general education program as indicated above, your student shall remain entitled to educational services that are comparable to services received in the classroom. However, these services will be provided in a safe, secure, alternate location beginning on the fifth day of suspension, if applicable.
5. Your child has the right to appeal this decision to the Commissioner of Education pursuant to *N.J.A.C. 6A:3-1.3* through 1.17.
6. The right to privacy concerning this incident and all records documenting this incident and administrative actions taken in response to the incident.
7. The right to a description of behavioral supports that, where appropriate, are available to support your child’s maintenance of appropriate behavior. Please note that the “Code of Student Conduct” contains a description of approved behavioral supports that will help your child fulfill established behavioral expectations. Please do not hesitate to contact this office for more information.
8. Finally, attached please find a list of community-based health and social service provider agencies available to support a student and the student’s family, as appropriate, and a list of legal resources available to serve the community.

Attachments: 5131 District Code of Student Conduct  
5114 Suspension and Expulsion Policy  
5114 Suspension and Expulsion Regulation