



## NOTICE TO PARENTS OF OUT-OF-SCHOOL DISCIPLINE

**Parents or Guardians:**

This letter is to inform you that \_\_\_\_\_ has been

- ☐suspended
- ☐remanded
- ☐expelled

from school for the following reasons: (Specify Section of Student Conduct handbook, describe the student's conduct, and attach discipline referrals):

### SUSPENSION

The period of the suspension/expulsion is:

- ☐ \_\_\_\_\_ school days' suspension (10 days maximum) from \_\_\_\_\_ to \_\_\_\_\_.

If schools are closed for any reason, these days will not count as days of suspension. Your child may return to school on \_\_\_\_\_. If your child has been suspended for fewer than ten (10) school days, you have the privilege of making a written application for re-admission of your child to school before the suspension expires. This written application must be signed by you and your child, and should be submitted to the principal. The principal will make a determination as to continuing the suspension for the full term described, re-admitting the child to school, or re-admitting the child subject to certain conditions. The principal's decision regarding a request for re-admission prior to the expiration of the term of suspension shall be final.

### REMANDMENT TO THE ALTERNATIVE SCHOOL

- ☐ \_\_\_\_\_ school days' remandment to the Alternative School.

Attendance/Enrollment at the Alternative School is required. A staff member from the Alternative School will contact you to schedule an intake meeting or contact them at (931) 542-5057. Failure to appear for the intake meeting may result in initiation of truancy proceedings in Juvenile Court.

- ☐ \_\_\_\_\_ total school days. (suspension + remandment combined).

### EXPULSION

- ☐ One calendar year's expulsion under Zero Tolerance
- ☐ Second expulsion for remainder of the school year
- ☐ Up to one calendar year expulsion under Credible Threats

### **APPEAL PROCEDURES EXPULSION AND REMANDMENT**

If your child has been suspended/expelled for more than ten (10) school days, you have a right to appeal this decision. All appeals must be filed, orally or in writing, within five (5) days of your receipt of this notice, and may be filed by a parent or guardian, the student, or any person holding a teaching license who is employed by the School System who agrees to file the request upon behalf of the student. Appeals should be directed to the Director of Student Services at the Greenwood Complex, 430 Greenwood Avenue, Clarksville, TN 37040. The Director of Student Services may be reached by telephone at (931) 542-5065 and (931) 542-5067. A hearing will be set on the matter no later than ten (10) school days after the beginning of the suspension and you will be given written notice of the time and place of the hearing. Please refer to the [Student Code of Conduct](#) (Rights, Responsibilities, Rules, and Due Process Procedures) distributed to your child at the beginning of the school year for more information concerning the appeal process.

### **RE-ADMISSION**

Prior to your child being re-admitted to school at the expiration of the suspension/remandment/expulsion, the following conditions must be met:

- ☐ A meeting with you is required prior to re-admitting your child. The meeting is scheduled at the school office at \_\_\_\_\_ on \_\_\_\_\_. If you have a serious problem which would prevent your meeting at that time, please contact the school office immediately to reschedule. If this box is not checked, a meeting is not required; however, if you desire a meeting, you may request one by contacting the school office.
- ☐ If this suspension is for more than five (5) days, a plan will be developed for improving your child's behavior and that plan will become effective upon your child's re-admission to school. Your child will be provided a copy of that plan upon re-admission and you should review that plan to ensure that you understand it and will cooperate in its implementation. Your child's failure to follow that plan will result in further disciplinary action.
- ☐ Conditions (if applicable):

During the period of suspension or assignment to the Alternative School, the student may not be on the campus of any Clarksville Montgomery County School and may not participate in any school-sponsored activities.

When a student is suspended/remanded, it will be the student's responsibility to see the teacher about any missed work, nine weeks tests, unit tests, or semester examinations upon the day of the student's return to school. When a student is suspended, the student will have the opportunity to receive credit for any work missed, if the student makes arrangements with his/her teachers to do so. These tests may be completed at the convenience of the teacher within an equal number of days commensurate with the number of consecutive days of the suspension. In the event the suspension occurred during the last ten (10) days of any term or semester, your child will be permitted to take such final examinations as are necessary to complete the course of instruction for that semester.



**All records pertaining to this incident are available at the school office for review. Should you have any questions, please contact the school office.**

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**Principal/Designee (print)**

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**Date**

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**Principal/Designee Signature**