 click and insert date

 click and insert names of parent and  click and insert name of student

 click and insert street address of parents

 click and insert city, state and zip code of parents

Re: *Notice of Proposed Long-Term Suspension*

Dear  click and insert names of parent and  click and insert name of student:

I am writing to inform you of the recommendation that your student be suspended from school and school activities for \_\_ days. The recommendation is based on the following misconduct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your student’s conduct violated the following laws, policies, and rules: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Right To Hearing.*** If you wish, you are entitled to a hearing on the proposed long-term suspension. To secure a hearing you should request it within five (5) school days of your receipt of this notice. A request form is enclosed for your convenience. You may also waive the opportunity for a hearing. You may request a hearing after five (5) school days but within thirty (30) calendar days of receipt of this notice. If you do, you will receive a hearing, but the long-term suspension will take effect and remain in effect pending the outcome of the hearing.

***Suspension Until The Hearing Is Concluded Or Waived.*** Pursuant to Nebraska statute, your student has been suspended from school until one of the following occurs:

1. If you do not request a hearing, until the long-term suspension takes effect on the sixth school day after your receipt of this notice; or,

2. If you request a hearing, the date that the hearing examiner makes the report of his or her findings and recommends the action to be taken by the superintendent of schools.

***Policy On Make Up Work.*** During the period of this suspension, and during any period of long-term suspension,your student will be given the opportunity to complete school assignments and other work under the following criteria: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Hearing Examiner -- Appointment and Responsibilities.*** If you request a hearing, a hearing examiner will be appointed and he or she will endeavor to schedule a hearing to be held within five (5) school days of the receipt of your request. However, the hearing examiner may schedule the hearing after the five-day period upon the agreement of the parties.

***Right to Review Records.*** Before any hearing, you may review your student’s academic and disciplinary records, along with any written statements to be used at the hearing. Upon request, you will be told the names of the witnesses whom the school district will present and the substance of their testimony. If you need assistance in interpreting any academic or disciplinary records or in developing any information from the school district's records, a school official will be made available to help you.

***Presentation of Information.*** At the hearing, a representative of the school will present the case supporting the proposed long-term suspension. You may bring a representative, including an attorney, to the hearing where you may question the school's witnesses and present witnesses, documents and evidence of your own. You will be given an opportunity to question any witnesses who are called on behalf of the administration. Likewise, the school's representative will have an opportunity to question anyone whom you call as a witness.

***Hearing Examiner's Recommendation and Superintendent's Decision.*** The hearing examiner will recommend the disciplinary action, if any, that should be taken. The superintendent of schools will review the hearing examiner's recommendation and will decide on the appropriate disciplinary action. The superintendent's decision may be different from the hearing examiner's recommendation; however, the final disciplinary action may not be more severe than that recommended by the hearing examiner.

***Appeal to Board Of Education.*** If you are dissatisfied with the superintendent's decision, you may appeal it to the board of education by filing a written appeal with the superintendent or board secretary within seven (7) school days of receiving the decision. The disciplinary action will remain in effect during the appeal unless the board decides otherwise. The appeal shall be made solely on the record of the hearing except that the board may hear new evidence to avoid a substantial threat of unfairness.

***Appeal to District Court.*** If you are dissatisfied with the board's decision, you may appeal the decision to the district court.

***Enclosures.*** I have enclosed a copy of student rights information that sets out the hearing procedure and your rights in detail. For your convenience, I have also enclosed a form for you to request or waive a hearing. If either you or your representative has any questions regarding the reasons for the recommendation or the procedures to be followed, please feel free to contact me.

Yours truly,

Principal

Enclosures: Form to Request Hearing

Student Rights Information