

NOTICE OF IN-SCHOOL SUSPENSION

Via Hand Delivery and Regular Mail

Date

Student's Address

RE: *(full name of student)* -In-School Suspension/Determination Letter

Dear Mr. and Mrs. _____,

Today *(full name of student)* was suspended on an in-school basis for violations of the Worcester Public Schools Code of Conduct. The suspension was imposed after it was determined that you or your child did *[be specific _____]*. This in-school suspension shall be for the duration of _____ days, beginning on _____ and ending on _____, 2014. During the in-school suspension, your child will have the opportunity to make up assignments and other school work as needed to make academic progress.

The Massachusetts Student Discipline regulations, 603 CMR 53.00, defines an "in-school suspension" as "removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year." There is no right to appeal this decision.

If you would like to meet to discuss this in-house suspension, please contact me at _____ at your earliest convenience so that we can discuss the behavior and your child's academic performance, along with options for responding to this behavior going forward.

Very truly yours,

School Principal

cc: _____, Quadrant Manager