

NOTICE OF SHORT-TERM SUSPENSION

Via Hand Delivery and Regular Mail

Date

Student's Address

RE: *(full name of student)* - Short-Term Suspension/Determination Letter

Dear Mr. and Mrs. ,

I am updating my written notice dated _____, which outlines the allegations that *(full name of student)* violated the Worcester Public Schools Code of Conduct, Rule _____. I have determined that there is sufficient and credible evidence to determine that the student did violate Rule _____.

In making my decision, I have carefully weighed the following information and evidence:

- _____
- _____

I have based my decision on the following facts and information and any mitigating circumstances:

- _____
- _____

As a result, I have decided that a short-term suspension is warranted. Pursuant to the Massachusetts Student Discipline regulations, 603 CMR 53.02, a "short-term suspension" is defined as "removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less." During the suspension, the student may not be on school property or attend school events or activities.

Accordingly, _____ will be suspended on a short-term basis for _____ school days. The suspension will begin on *(date)* and end on *(date)*. During this period of suspension the student has the opportunity to make-up assignments or other schoolwork as needed to maintain his/her academic standing and progress.

There is no appeal to the Superintendent for a short-term suspension. If you have any questions about access academic opportunities during this short-term suspension please contact _____.

Very truly yours,

School Principal

cc: _____, Quadrant Manager