

## NOTICE OF LONG-TERM SUSPENSION

*Via Hand Delivery and Regular Mail*

Date

Student's Address

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

Dear Mr. and Mrs. \_\_\_\_\_,

I am writing to advise you of my determination regarding the allegations that *(full name of student)* violated the Worcester Public Schools Code of Conduct as set out in my written notice dated \_\_\_\_\_. A hearing on this matter took place on \_\_\_\_\_, 2014 at \_\_\_\_\_. In attendance were the following persons: \_\_\_\_\_, *[identify school personnel/parent/students/counsel/witnesses]*.

After presenting you and the student with information leading to the charges, I considered all of the information presented and concluded, based upon documents, if any, and the following information that the student violated the Worcester Public Schools Code of Conduct, specifically *[identify section of Code violated]* \_\_\_\_\_/]:

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 I have concluded that the student violated the Code of Conduct, I am suspending \_\_\_\_\_ from school for \_\_\_\_\_ days, beginning on \_\_\_\_\_. You may return on \_\_\_\_\_, 2014. During the suspension, the student may not be on school property or attend school events or activities. During the suspension, the student may make up assignments or other schoolwork as needed to make academic progress. This opportunity includes access to the school-wide education plan which addresses state and local academic standards and curriculum frameworks under Massachusetts law.

Because this is a long-term suspension, the student may file an appeal to the superintendent or her designee. You may exercise the student's right to file an appeal in writing by submitting a written appeal to the Superintendent's Office within five (5) calendar days of the effective date of the suspension. You may also, within five (5) calendar days of the principal's imposition of the suspension, request from the Superintendent an extension of time for filing the written notice of appeal for up to seven (7) additional calendar days. The long-term suspension will remain in effect unless and until the Superintendent or her designee decides to reverse my determination.

If you do not file a timely appeal, the Superintendent may choose not to hear the case. If you file a timely appeal, or if the Superintendent decides to hear your late appeal, a hearing shall be held within three (3) school days of your request unless you and the student requests an extension of up to seven (7) additional calendar days for a hearing with the Superintendent. The Superintendent will make a good faith effort to include the student and parents/guardians in the hearing by making efforts to find a date and time for a hearing which would allow you and the student to attend and participate. You will receive a written notification from the Superintendent of the date, time, and location of the appeal.

The Superintendent or her designee will conduct a hearing to determine whether the student committed the disciplinary offense in question and if so, what shall be an appropriate consequence.

At the appeal hearing with the Superintendent, the student shall have the following rights:

- the opportunity to review the student's record and the documents upon which the principal relied upon in making a determination to suspend the student;
- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the Superintendent, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Superintendent shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Superintendent will issue a written decision within five (5) calendar days of the hearing. If the Superintendent determines that the student committed the disciplinary offense, she may impose the same or lesser consequence imposed by me, but will not impose a suspension greater than what is stated in this letter. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

A copy of the school-wide educational services plan is enclosed. You should review the plan and choose the educational services that you seek from the list. I will then arrange for you to receive these services. If you have any questions about access to the school-wide educational plan or academic opportunities during this long- term suspension please contact \_\_\_\_\_.

Very truly yours,

School Principal

Enclosure – Educational Services Plan

cc: Dr. Melinda Boone, Superintendent of Schools  
Dr. Marco Rodrigues, Chief Academic Officer  
\_\_\_\_\_, Quadrant Manager  
Robert Pezzella, School Safety Liaison