

The School Board of Broward County, Florida
Notice of Suspension Of Up To Ten Days

Student Name: _____
Student Number: _____ Grade: _____ DOB: _____
Incident Date: _____ Suspension Start Date: _____

Dear Parent/Guardian:

I hereby inform you that in accordance with School Board Policy 5006, _____, has been externally suspended for a period of _____ day(s), for a violation of the Code of Student Conduct and/or School Board Policy 5006: Suspension and Expulsion. Your child will be expected to return to school on _____. The reason for the external suspension is as follows:

Please read carefully the items checked below **Suspensions:**

_____ **With Hearing (Student Conference)**

A conference has been held pursuant to Policy 5006, during which the student was notified of the alleged violation(s) and given the opportunity to present his/her version of the incident. At the conclusion of the conference, it was determined that School Board Policy 5006 and/or the Code of Student Conduct was violated and a suspension was justified. Please feel free to call and make an appointment to discuss this matter if you have any questions/concerns. School telephone number: _____

_____ **With Hearing Opportunity (Emergency Suspension)**

Because of the nature of the alleged violation(s) or circumstance surrounding the violation(s), it is impossible to hold a conference prior to suspension. Please call or make an appointment to discuss this matter upon receipt of this Notice. School telephone number: _____

_____ **Alternative to External Suspension**

Your child may attend the Alternative to External Suspension (AES) program at _____. **It is recommended that parents transport and accompany the student on the first morning of attendance.** Transportation will be available for the student. Students who are suspended or who attend the AES program are allowed to make up classwork. The classwork is due two (2) school-days after the day of the student's return.

Please Note: Students that are externally suspended or offered AES may not attend any Broward County Public School function/activity or allowed to visit any school grounds, (during the period of the suspension or placement) except for the specific Alternative to External Suspension (AES) site that they are authorized to attend.

Please read carefully the items below regarding **Expulsions:**

- _____ Recommended for expulsion
_____ Pending further investigation, a recommendation for expulsion may be forthcoming

You may contact school administration to discuss the incident and to work cooperatively with the school when addressing further investigation/procedures in accordance with this incident. Working collaboratively with the school is in the best interest of the student.

If the student is being recommended for expulsion, he/she cannot return to school until authorized to do so by the Expulsion Department.

_____ Assistant Principal (Print)	_____ Principal (Print)	_____ School Name
_____ Assistant Principal (Signature)	_____ Principal (Signature)	_____ Date