

Exhibit A

DATE
Parent/Guardian of STUDENT
ADDRESS
Passaic, NJ

RE: Suspension of STUDENT/ STUDENT ID/ GRADE - HOMEROOM

Date of Incident: DATE @ TIME / SCHOOL location

Dear Parent/Guardian,

This will confirm that I have suspended your child from school for a violation of the Code of Student Conduct. Your child is being suspended for INFRACTION.

Pursuant to district policy, we conducted an informal hearing following the incident. Pursuant to N.J.A.C. 6A:16-7, your child was afforded their due process rights. Our determination is that your child violated our Code of Student Conduct, specifically, INFRACTION. A NUMBER-day suspension, to begin on DATE, was imposed at the conclusion of the hearing. I have set the date of readmission to school for DATE, at TIME. Your child must be accompanied by an adult to be readmitted to school. During a suspension, a student is excluded from all extracurricular/ school activities, athletics, and is not permitted on any school property or at any school function without prior approval of the Superintendent.

Unfortunately, students who are suspended lose the benefits of class instruction for a period of time. They do have the responsibility and the opportunity to make up assignments missed following a suspension, within the same time period allowed for any absence from school.

If you have any questions or concerns regarding this suspension, please contact ADMINISTRATOR NAME, ADMINISTRATOR TITLE, at PHONE NUMBER.

Sincerely,

ADMINISTRATOR NAME

CC: OTHER ADMINISTRATOR/STAFF