

Mobile County Public Schools
[Insert School Name]
NOTICE OF PROPOSED LONG TERM SUSPENSION

Student Name: _____ Student ID#: _____
Date of Birth: _____ Grade Level _____ Homeroom: _____ Date: _____

Dear Parent:

This is to inform you of the proposed long-term suspension of your child, named above, pending a conference with you on _____ at _____. (During the conference, results of the investigation will be discussed. In addition, you and your child will be allowed to share additional information regarding the allegations. The final decision will be based upon the investigation, information provided by you and your child, the child's total discipline record and Central Office approval.

Your child may return to school _____ or only when you report for the scheduled conference. Students under proposed suspension shall not enter any school campus, shall not ride any school bus, or attend any school sponsored activity unless given permission by the school administration.

Should circumstances prevent your presence at the scheduled conference time, you may call the principal at the school and arrange another conference time. As the student's parent/guardian, you may exercise the right to have legal counsel (lawyer) present in an advisory capacity, provided that the principal is notified 24 hours in advance to provide the Board the opportunity to have legal counsel (lawyer) present in an advisory capacity.

When your child enrolled in school at the beginning of the year, you were provided with the *Student Handbook and Code of Conduct*. Your signature on the Student Enrollment Information Card indicates that you have received the booklet and will read and discuss it with your son/daughter. Failure to sign the *Student Enrollment Information Card* will not relieve students, parents, or guardians from the responsibility to know the contents of the handbook and will not excuse any student's non-compliance with the *Student Code Handbook and Code of Conduct*. The Code of Alabama Section 16-28-12 can be found on pages 2 -3.

Under Alabama laws, you are required to:

- Enroll your children in school
- Make sure they go to school once they are enrolled
- Make sure they are on time, attend school, and remain at school once there
- **Make sure that they behave while at school**

The Alabama Compulsory School Attendance Act states that the Superintendent of Education or designee shall report suspected discipline violations to the district attorney within 10 days. Once this occurs, criminal proceedings against you and / or your child may begin. If you are prosecuted for failing to ensure that the child behaves while at school, you may be jailed for up to one year and/or fined up to \$500. (§16-28-12, §13A-13-6, Code of Alabama)

Infraction Date: _____ Infraction: _____
Disposition: _____ Administrator: _____

NOTES:

Principal's Signature: _____

Central Office Actions:

Approval: Denial: _____ EXECUTIVE DIRECTOR _____ DATE

Reason:

