

NOTICE OF INTENT TO SUSPEND

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Parent or Guardian

\_\_\_\_\_  
Address

Dear \_\_\_\_\_:

You are hereby advised that it is my intent to suspend you. The reason(s) for the suspension (is) (are) as follows (include reference to specific section(s) of the Student Handbook/Code of Conduct that was/were violated):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The suspension will be for \_\_\_\_ school days, commencing \_\_\_\_\_ and ending on \_\_\_\_\_. In the event school is closed for any reason during this period, you are not to return to school until the \_\_\_\_ days have been served. From the time you are suspended, you are not to be on school property for any reason or attend any school-related activity or event.

This is your informal hearing. You may ask questions, challenge the reason(s) for the suspension, and/or otherwise explain your actions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator

I hereby acknowledge receipt of this notice of intent to suspend and that I have had the right to an informal hearing in order to explain what did or did not happen.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

**Option #1**

The Superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in R.C. 3313.662(A) that was committed when the student was sixteen (16) years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.

**Option #2**

If the student's suspension is based on a violation listed (marked) below which the student committed when s/he was sixteen (16) years of age or older and the violation would have been a criminal offense if committed by an adult, the Superintendent may seek to permanently exclude the student from attending any of the public schools of this State if the student is convicted of, or adjudicated a delinquent child for that violation.

- \_\_\_\_\_ knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance onto any property owned or controlled by, or to any activity held under the auspices of a board of education of a city, local, exempted village, or joint vocational school district
- \_\_\_\_\_ carrying concealed weapons
- \_\_\_\_\_ selling or offering to sell a controlled substance
- \_\_\_\_\_ possession of a controlled substance
- \_\_\_\_\_ aggravated murder; murder; voluntary manslaughter; involuntary manslaughter
- \_\_\_\_\_ felonious assault; aggravated assault
- \_\_\_\_\_ rape; gross sexual imposition; felonious sexual penetration

4/04