

OTTAWA-GLANDORF SCHOOLS

Form 5610 F5

**NOTICE OF SUSPENSION
SCHOOL BUS / VAN**

Rev 2-2015

STUDENT DATA

Date _____

Student's Name _____

School Building _____ Grade _____

Name of Parent or Guardian _____

Address _____

SUSPENSION NOTIFICATION

Dear _____

You are hereby notified that _____ has been suspended from the school bus/van pursuant to Board policy. The reason(s) for the suspension (is) (are) as follows:

Violation of the Student Code of Conduct Rule(s) # _____

You have the right to appeal this decision to the Board's designee, Superintendent, Don Horstman, to be granted a hearing before the Board's designee in order to be heard against the suspension and to be represented in the appeal proceeding by a representative of your choosing. You have the right to request the hearing to be held in executive session. Please contact the Superintendent by letter at your earliest convenience if you intend to pursue an appeal, so that a hearing time and place can be scheduled. You have ten (10) school days from the receipt of this notice in which to file an appeal.

The suspension information details follow:

School bus/van suspension for _____ school day(s) beginning on _____.

School bus/van privileges will resume on _____.

(This includes transportation to/from curricular and extra-curricular activities both during and after school hours.)

If you have any questions regarding the above, please feel free to contact me at _____.

Date _____

School Administrator's Signature _____

cc: Superintendent, Treasurer