

NOTICE OF SUSPENSION TO STUDENT, PARENT/GUARDIAN/CUSTODIAN

Suspension is defined as an unexcused absence that results in the removal of a student from curricular activities and denial of the opportunity of a student to participate in extracurricular activities for a period of (but not more than) 10 school days. A suspension is authorized by the principal or superintendent.

\_\_\_\_\_  
Name of Parent/Guardian/Custodian Date

\_\_\_\_\_  
Street

\_\_\_\_\_  
City OHIO \_\_\_\_\_  
Zip

You are hereby advised that \_\_\_\_\_ has been suspended out-of-school for a period from \_\_\_\_\_ to \_\_\_\_\_. All missed school work must be completed and turned in by the start of school on \_\_\_\_\_.

He/She may resume attendance at school on \_\_\_\_\_. The reason(s) for the suspension is/are as follows:

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

If you intend to appeal this pending or current suspension, a request to appeal the suspension must be submitted to the Superintendent of Schools in writing at 25796 Royalton Road, Columbia Station, Ohio 44028. The timeline for accepting appeals is no longer that the number of days beyond the length of suspension. For example, when a student is suspended for five days, then appeals must occur no more than five calendar days beyond the expiration of the suspension. You further have a right to appeal the Superintendent's decision to the Columbia Board of Education if not satisfied with the Superintendent's decision. These hearings will be held in executive session unless otherwise requested.

\_\_\_\_\_  
Signature of Suspending Official

Adopted: February 17, 1988  
Revised: July 1, 1996  
Revised: August 15, 2007  
Columbia Local Schools, Columbia Station, Ohio  
copies: Original Parent/Guardian/Custodian  
Blue Assistant Principal  
Green Principal  
Canary Treasurer  
Pink Superintendent  
Goldenrod Counselor

NOTICE OF INTENT TO SUSPEND

\_\_\_\_\_  
Name of Student Date

This notice is to inform you that you may be suspended from school. To be suspended from school means that while you are suspended you are not permitted to come to school, attend classes or attend extra-curricular activities.

On \_\_\_\_\_ at approximately \_\_\_\_\_ at \_\_\_\_\_  
(date) (time) (location)

you violated the following section(s) of the Student Code of Conduct:

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

You will have the chance to meet with me for an informal hearing to ask questions, tell me your side of what happened, and question my reasons for the intended suspension.

\_\_\_\_\_  
Signature of School Official

I have received a copy of the Notice of Intent to Suspend.

\_\_\_\_\_  
Signature of Student

If you intend to appeal this pending or current suspension, a request to appeal the suspension must be submitted to the Superintendent of Schools in writing at 25796 Royalton Road, Columbia Station, Ohio 44028. The time line for accepting appeals is no longer that the number of days beyond the length of suspension. For example, when a student is suspended for five days, then appeals must occur no more than five calendar days beyond the expiration of the suspension.

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Columbia Local Schools, Columbia Station, Ohio

- copies: Original - Student
- Green - Principal
- Canary - Treasurer
- Pink - Superintendent
- Goldenrod - Counselor

NOTICE OF INTENT TO EXPEL

\_\_\_\_\_  
(Name of Parent/Guardian/Custodian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

You are hereby advised that an expulsion from school is being considered for: \_\_\_\_\_

Violation(s) of the following section(s) of the Student Code of Conduct are the reasons for the intended expulsion:

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

Prior to the expulsion, you have a right to a hearing before the Superintendent of Schools to make a presentation on the reasons why the expulsion should not take place. The hearings are scheduled for \_\_\_\_\_ in the Administration Center of the Columbia Schools, 25796 Royalton Road, Columbia Station. The student's attendance at this hearing is required. If you wish an extension or change of the date or time, please contact me immediately, (440) 236-5008.

You have the right to appeal the decision of the Superintendent to the Columbia Board of Education within the first fourteen calendar days of the expulsion by sending a written notice to the Treasurer of the Columbia Board of Education at 25796 Royalton Road, Columbia Station, Ohio 44028.

\_\_\_\_\_  
Signature of Superintendent

Adopted: February 17, 1988  
Revised: August 15, 2007  
Columbia Schools, Columbia Station, Ohio

copies: (Original) - Parent/Guardian/Custodian  
(Canary) - Principal/Student File  
(Pink) - Treasurer  
(Goldenrod) - Superintendent

NOTICE OF EXPULSION

\_\_\_\_\_  
(Name of Parent/Guardian/Custodian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

You are hereby notified that \_\_\_\_\_ is expelled from the  
Columbia Local Schools until \_\_\_\_\_.

You have the right to appeal the decision of the Superintendent to the Columbia Board of Education within the first fourteen calendar days of the expulsion by sending a written notice to the Treasurer of the Columbia Board of Education at 25796 Royalton Road, Columbia Station, Ohio 44028. The Board will then establish a date and time to hear such an appeal.

\_\_\_\_\_  
Signature of Superintendent

Adopted: February 17, 1988

Revised: August 15, 2007

Columbia Schools, Columbia Station, Ohio

copies: (Original) - Parent/Guardian/Custodian  
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