

# Jefferson County Department of Education Dandridge, Tennessee

*The principal should give this form to any parent / guardian of a child who is suspended for a period exceeding 10 days. The parent should be given this notice at the time of the suspension if the parent is available in person. If not, the parent should be given written notice by the most expedient means available. Parent should sign and date. Retain copy for office file and give parent the original.*

## Notification to Parents Of their Right to a Hearing For Student Suspension / Expulsion / Remand Exceeding Ten (10) Days

If the principal has suspended your child for a period exceeding ten (10) days, you have a right to appeal the suspension decision.

- All appeals must be filed orally or in writing, within five (5) days after receipt of the suspension notice.
- The appeal may be filed by the parent / guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
- The appeal should be directed to the Disciplinary Hearing Authority through the Director of School's Office.
- The Disciplinary Hearing Authority will hold a hearing no later than ten (10) days after the beginning of the suspension.

Following a hearing decision by the DHA, the student, principal, principal-teacher, or assistant principal may within five (5) days of the decision request a review by the Board of Education. Absent a timely appeal for such a review, the decision of the DHA is final.

### Office Use Only

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date of Notice

Note the method and time notice was given to the parent with official's initial if parent could not be reached at time of suspension.

Date: \_\_\_\_\_ Phone Call \_\_\_\_ Letter \_\_\_\_

Initial of School Official \_\_\_\_\_