

HARLEM SCHOOL DISTRICT 122

OUT-OF-SCHOOL SUSPENSION (4-10 DAYS)

Dear Parent/Guardian:

Your child is suspended from school due to an act of gross disobedience or misconduct.

Student Incident Date

Student handbook rule(s) and/or Board Policy violated: _____

Date(s) of suspension: _____

Date student is eligible to return to school: _____

Description of incident: *(List all pertinent information (date, time, location) regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rationale for the specific duration of the suspension:

It has been determined that your child's continued presence at school would cause either a threat to the safety of other students, staff or members of the school community, or would substantially disrupt, impede or interfere with the operation of the school because:

Description of disciplinary interventions that were attempted prior to determining to suspend your child or an indication that no interventions other than out of school suspension are available or appropriate for your child:

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be addressed accordingly.

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit.

FOR SUSPENSIONS OF FIVE TO TEN DAYS, the following support services are available to your child: *(List all support services or indicate if no support services are appropriate and available.)*

To discuss this matter, you may contact _____.

Alternatively, you have the right to have a suspension reviewed by the Board of Education or a hearing officer acting on the Board's behalf. To schedule a hearing, please send a written request within ten (10) calendar days to the Due Process Hearings Officer, Mr. Norm Alpers, at norm.alpers@harlem122.org or you may call Mr. Alpers directly at 815 (209) 5718.

Cc: Superintendent

Approved: