



7:210-E-1

**Notice of Out of School Suspension, Expulsion Recommendation and Notice of Expulsion Hearing**

**SENT BY REGULAR U. S. MAIL, CERTIFIED MAIL RETURN RECEIPT REQUESTED, EMAIL AND HAND DELIVERY**

To the Parent(s) of <<First\_Name>> <<Last\_Name>>

Re: **Suspension and Recommended expulsion** of <<First\_Name>> <<Last\_Name>>

Your child earned a suspension from school premises in accordance with the Illinois School Code 10-22.6. All suspension offenses are listed under Discipline Code Section of the Parent/Student Handbook.

On <<Day\_of\_Week\_and\_Date>>, at approximately <<Time>>, <<First\_Name>> <<Last\_Name>> was involved in <<Offense>>, described on page(s) <<Handbook\_Page>> of the Student Discipline Handbook.

<<First\_Name>> **is being suspended for ten days**, beginning on <<Day\_Date\_Beginning\_Suspension>>. <<AdmTm\_Ldr>> conferenced with <<Parent\_Name>> the <<Relationship>> of <<First\_Name>> <<Last\_Name>>. During the period of suspension, [FIRST NAME] may not be present at school, on school grounds, or at any school activity. Failure to comply with this suspension constitutes trespass and will be addressed accordingly.

The Administration of School District 122 is recommending that [FIRST NAME] be expelled from the School District [and/or placed in the Alternative School] for a period of [TIME PERIOD RECOMMENDED FOR EXPULSION] because of the above-listed gross disobedience and gross misconduct. If approved by the Board of Education, the expulsion will be effective from [DATE] until [DATE], or such date that the Board determines is appropriate.

The reason that [FIRST NAME] is being suspended for ten days and recommended for expulsion for [PERIOD OF TIME RECOMMENDED FOR EXPULSION] is \_\_\_\_\_

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

It has been determined that [FIRST NAME]'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 [FIRST NAME] or an indication that no interventions other than out of school suspension are available or appropriate for

[FIRST NAME]: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**A re-engagement plan may be determined necessary before you child is re-admitted to school.**

**[FIRST NAME] has the opportunity to make up work missed during this suspension for equivalent academic credit.**

**The following support services, if any, are appropriate for and available to [FIRST NAME] during the ten day expulsion:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**NOTICE OF EXPULSION HEARING:**

As [FIRST NAME]'s parents, you are requested to appear with [FIRST NAME] at a hearing before [a hearing officer representing the Board of Education/the Board of Education] to hear information and evidence regarding these charges. The hearing will convene at [\_\_\_\_\_]time] on [DATE] in the Boardroom of the District Offices, 8605 N. Second Street, Machesney Park, IL 61115. The hearing is being held in accordance with Section 10-22.6 of the *School Code* and the policies of the Board of Education.

At the hearing, the school administration will present information and evidence supporting the suspension, eligibility for expulsion [and administrative transfer recommendations]. Under the laws of the State of Illinois and the policies of the Board of Education, [FIRST NAME] has the right to be represented at the hearing by legal counsel, at your expense, and to present written and/or oral testimony rebutting the foregoing charges.

Following the hearing, the hearing officer will prepare a written summary of the information and evidence presented and submit a report to the Board of Education. The Board of Education will discuss the hearing officer's report before taking such action as the Board finds appropriate with respect to the recommendations, including upholding, altering, or reversing the recommendations. You may be invited – at the Board's option – to appear and make a statement on behalf of your child. You will be notified by mail of the Board's final action. The Board of Education meeting will take place on [DATE] at [TIME] in the Boardroom of the District Offices, 8605 N. Second Street, Machesney Park, IL 61115. A copy of the Board's expulsion hearing procedures is located in the Parent/Student Handbook.

<Administrator>>

<<Title>>

Cc: Superintendent

Approved: