

## Students

### Out-of-School Suspension (4-10 Days)

Dear Parent(s)/Guardian(s):

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

Student Name

Incident Date

Student

Incident Date

Student handbook rule(s) and Board Policy violated:

Student handbook rule(s) violated

Date and time of pre-suspension conference with student:

Pre-suspension conference date/ time

*(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

Date(s) of suspension:

Date(s) of suspension/ expulsion

Date student is eligible to return to school:

Date eligible to return to school

**Description of incident and justification for suspension:** *(List all pertinent information (date, time, location) regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend, including a rationale for the specific duration of the suspension.)*

Primary Incident (date, time, location)

Supporting Incident(s) (date, time, location)

Rationale Comment(s)

It has been further determined that: *(At least one of the following must be checked.)*

- ☐ Your child's continued presence at school poses a threat to school safety, for reasons which may include, but not be limited to, one or more of the following, psychological harm is likely to be cause to other students due to the egregious nature of your child's conduct (i.e., physical violent, threat) and/or the history or record of your child's past conduct indicates that your child is likely to engage in similar conduct in the future.
- ☐ Your child's continued presence at school poses a disruption to other students' learning opportunities for reasons which may include, but not limited to, one or more of the following, psychological harm is likely to be caused to the other students due to the egregious nature of your child's conduct (i.e., physical violence, threat); the history or record of your child's past conduct indicates that your child is likely to engage in similar conduct in the future; and/or the presence of your child at school will foster a culture that such conduct at school is acceptable or tolerated.

The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. To this end, the following behavioral and disciplinary interventions have been exhausted *(List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources. Examples of behavioral and disciplinary interventions include but are not limited to any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

Interventions

**Please note that 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 dealt with accordingly.**

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

Students who are suspended out-of-school for longer than four (4) days must be provided with appropriate and available support services during the period of suspension. The following support services are available to your child: *(Note that this requirement only applies to students who are suspended out-of-school for 5 through 10 school days. List all support services or indicate if no support services are appropriate and available.)*

Support services
------------------

To discuss this matter, you may contact Ms. Cathy Finley. 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, Ms. Cathy Finley, at [cathy.finley@harlem122.org](mailto:cathy.finley@harlem122.org) or you may call Ms. Finley directly at 815 (209) 5762.

Cc: Superintendent

---

Building Principal

---

Date

Approved: August 21, 2023