

HARLEM SCHOOL DISTRICT 122

**OUT-OF-SCHOOL SUSPENSION ( 1-3 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 school safety or a disruption to other students' learning opportunities because:**

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

**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.**

Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact\_\_\_\_\_. Alternately, you have the right to have the 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](mailto:norm.alpers@harlem122.org) or you may call Mr. Alpers directly at 815 (209) 5718.

Cc: Superintendent

Approved: