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**Exhibit – Student Short Term Out-of-School Suspension (1-3 Days) Reporting Form**

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Incident Date

Student handbook rule(s) violated: \_\_\_\_\_

Date and time of pre-suspension  
conference with student: \_\_\_\_\_

*(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 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, including a rationale for the specific duration of the suspension.)*

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

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

- ☐ Your child's continued presence at school poses a threat to school safety for the following reasons *(Check all that apply)*:
- ☐ 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 your child is likely to engage in similar conduct in the future;
  - ☐ The presence of your child at school will foster a culture that such conduct is acceptable or tolerated;
  - ☐ Other reasons *(describe reason(s) for threat to school safety)*: \_\_\_\_\_

- ☐ Your child's continued presence at school poses a disruption to other students' learning opportunities for the following reasons *(Check all that apply)*:

- ☐ 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 your child is likely to engage in similar conduct in the future;
- ☐ The presence of your child at school will foster a culture that such conduct is acceptable or tolerated;
- ☐ Other reasons *(describe reason(s) for disruption)*: \_\_\_\_\_

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The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school discipline. To this end, the following efforts to resolve the threat or disruption have been or will be made *(check all that apply)*:

- ☐ The following behavioral and disciplinary interventions have been/will be attempted: *(List all behavioral and disciplinary interventions and resources previously utilized and that will be used in the future to address the threat to school safety and/or other students' learning opportunities.)*

- ☐ School-wide PBIS program
- ☐ Assembly/Presentation on Behavior Expectations/Prohibited Student Conduct
- ☐ MTSS
- ☐ Check-In/Check-Out
- ☐ Individualized Check-In/Check-Out
- ☐ Social Academic Instructional Group (SAIG)
- ☐ Brief Functional Behavioral Analysis (FBA)/Behavior Improvement Plan (BIP)
- ☐ Complex Functional Behavioral Analysis (FBA)/Behavior Improvement Plan (BIP)
- ☐ Wraparound Plan (WRAP)
- ☐ Detention
- ☐ In-school suspension
- ☐ Out-of-school suspension (3 days or less)
- ☐ Other:

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- ☐ The following restorative justice practices will be attempted: *(List all restorative justice practices previously utilized and that will be used in the future to address the threat to school safety and/or other students' learning opportunities.)*

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**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.**

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 the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to:

Superintendent  
1809 West Hovey Avenue  
Normal IL 61761-4339

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*Building Principal*

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*Date*

C: Board of Education