

Students

Exhibit – Notice of Out-of-School Suspension for 3 School Days

Date:

**Notice of Suspension**

Dear Parent(s) Guardian(s):

The school administration has charged \_\_\_\_\_ with gross misconduct or disobedience and has decided to issue him/her an out of school suspension for \_\_\_\_\_ school days.

The reason for the suspension is:

The administration has determined that

- \_\_\_\_\_ continuing presence in school would pose a disruption to other students' learning opportunities and or
- \_\_\_\_\_ continuing presence in school would pose a threat to school safety.

The administration believes a suspension of \_\_\_\_\_ day(s) is warranted for the following reason(s):

The day(s) of the suspension is/are from:

\_\_\_\_\_ to \_\_\_\_\_ with a return date of \_\_\_\_\_.

For the duration of this suspension, your student is not to be within school buildings, on campus, or in attendance at practice/participation in any school activities or functions without prior permission of the administration. Violation of this condition may result in additional disciplinary action and possibly prosecution for trespassing. A parent/guardian conference must be held before your student will be reinstated to school. This action has been taken pursuant to Section 10-22.6 of the Illinois School Code, the Policies and Procedures of Lincoln Elementary School Code, the Policies and Procedures of Lincoln Elementary School District 156, and the "Lincoln Elementary School Student-Parent Handbook."

You have the right to request review of the suspension. Requests for a review should be submitted within ten (10) days after the receipt of this letter. The review shall be conducted either by the School Board or by a hearing officer appointed by the Board. At the review, you may appear to discuss the suspension with Board or its hearing officer, and you may be

represented by an attorney. You will be responsible for any fees charged by an attorney you retain. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Sincerely yours,

Building Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted: July 18, 2016