

## Students

### **Exhibit – Short Term and Long Term Out-of-School Suspension Reporting Form**

*[on NDSEC letterhead]*

[Date]

#### **BY REGULAR AND CERTIFIED MAIL, RETURN RECEIPT REQUESTED**

[Parent/Guardian Name]

[Address]

#### **Re: Notice of Suspension**

Dear [Mr./Ms. Parent/Guardian Name],

This letter is to inform you that your child, [Student Name], will be suspended from school for [number] day(s) for gross disobedience and misconduct. Specifically, your child is being suspended for [provide the details of the specific act of disobedience or misconduct], which is in violation of Board Policy 7:190, Student Discipline.

Your child [will be/was] given the opportunity to provide a response to the allegations during a meeting on [date and time].

#### **[For out-of-school suspensions of 3 days or less:]**

The NDSEC Administration has determined that your child's continuing presence at school poses a [threat to school safety OR a disruption to other student's learning opportunities] because [insert rationale].

A [number] day suspension is being imposed because [insert rationale for duration of suspension].

#### **[For out-of-school suspensions over 3 days:]**

The NDSEC Administration has determined that this suspension is necessary because your child engaged in the misconduct after the following interventions were attempted: [insert appropriate and available behavioral/disciplinary interventions used with student - e.g., offered a break/cool down period, use of reward system, implemented the student's BIP].

The NDSEC Administration has determined that your child's continuing presence at school would [pose a threat to the safety of students, staff, and/or members of the school community OR substantially disrupt, impede, and/or interfere with the operations of the NDSEC program] because [insert rationale].

A [number] day suspension is being imposed because [insert rationale for duration of suspension].

**[For out-of-school suspensions over 4 days only:]**

[All information provided for suspensions over 3 days, plus:]

Your child will receive the following support services during the suspension: [insert appropriate and available support services to be provided and how they will be provided].

**[For all out-of-school suspensions:]**

You may request a review of this suspension before a hearing officer appointed by the Governing Board by submitting a written request to the Principal within five (5) calendar days of the date of this letter. Upon receipt of your written request, we will schedule the review and notify you of the date and time of the review. At the suspension review, you and your child may appear and discuss the suspension with the hearing officer. Then, the hearing officer will provide a written summary of the evidence to the Governing Board for its consideration and any action it finds appropriate.

During this suspension, your child may not be on school grounds, attend school, or participate in or attend any school-sponsored activity (on or off school grounds) without the written permission of the Principal or his/her designee.

Your child will be given the opportunity to make up work missed during the suspension by [insert method to complete work].

Before your child returns to school, a meeting with you and your child will be held to discuss your student's re-entry to school and needed supports, if any. The meeting is scheduled for [date]. If you are not available at this time, please contact me to schedule a mutually-agreeable date.

Sincerely,

[Administrator Name]

cc: Student File

Added to Policy Manual: 12/2016