

Replacement Form - Vol. 41, No. 2**NOTIFICATION OF EMERGENCY REMOVAL**

NAME OF STUDENT: _____

GRADE: _____

TIME: _____ AM PM DATE: _____

This notice is to inform you that your child has been emergency removed in accordance with Board Policy and R.C. 3313.66(C)(1) because their presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises.

THE SPECIFIC REASONS FOR THE REMOVAL ARE:

Check the applicable box (only one):

- ☐ The emergency removal will be for the remainder of the day and your child will be permitted to return the next school day on _____ **[Date]**.
- ☐ Your child will be required to attend a hearing on _____ **[NOTE: insert the date of the next school day]** at _____ AM PM **[Time]** to discuss the reasons for the removal and the Principal's intention to suspend your child. A separate notice of intention to suspend will be provided. Your child will be provided with an opportunity to respond to the allegations against them.
- ☐ Your child will be required to attend a hearing on _____ **[NOTE: insert the date of the next school day]** at _____ AM PM **[Time]** to discuss the reasons for the removal and the Superintendent's intention to expel your child. A separate notice of intention to expel will be provided. Your child will be provided with an opportunity to respond to the allegations against them.

[Drafting Note: A student in grades pre-kindergarten through three (3) may be removed only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities the following school day (i.e., school day following the day in which the student was removed). The School District shall not be required to follow the hearing procedures upon the student's return to school (i.e., the following school day). If, however, the School District intends to initiate suspension or expulsion proceedings against a student in grades pre-kindergarten through three (3) for committing an act set forth in R.C. 3313.686(B)(1)(a) or (b), then the hearing procedures must be followed.]

TO WHOM WAS CUSTODY GIVEN:

 Signature of Administrator

Replacement Form - Vol. 41, No. 2**NOTICE OF INTENT TO SUSPEND**

Student's Name: _____ Date: _____

Name of Parent or Guardian_____
Address

Dear _____:

You are hereby advised that it is my intent to suspend you. The reason(s) for the suspension (is) (are) as follows (include reference to specific section(s) of the Student Handbook/Code of Conduct that was/were violated):

The suspension will be for ____ school days, commencing _____ and ending on _____. In the event school is closed for any reason during this period, you are not to return to school until the ____ days have been served. From the time you are suspended, you are not to be on school property for any reason or attend any school-related activity or event.

This is your informal meeting. You may ask questions, challenge the reason(s) for the suspension, and/or otherwise explain your actions.

Date_____
School Administrator

I hereby acknowledge receipt of this notice of intent to suspend and that I have had the right to an informal hearing in order to explain what did or did not happen.

Date_____
Student**[] Option #1**

The Superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in R.C. 3313.662(A) that was committed when the student was sixteen (16) years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.

[] Option #2

If the student's suspension is based on a violation listed (marked) below which the student committed when they were sixteen (16) years of age or older and the violation would have been a criminal offense if committed by an adult, the Superintendent may seek to permanently exclude the student from attending any of the public schools of this State if the student is convicted of, or adjudicated a delinquent child for that violation.

- ☐ knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance or an object indistinguishable from a firearm onto any property owned or controlled by, or to any activity held under the auspices of a board of education of a city, local, exempted village, or joint vocational school district
- ☐ carrying concealed weapons
- ☐ selling or offering to sell a controlled substance
- ☐ possession of a controlled substance
- ☐ aggravated murder; murder; voluntary manslaughter; involuntary manslaughter
- ☐ felonious assault; aggravated assault
- ☐ rape; gross sexual imposition; felonious sexual penetration

Replacement Form - Vol. 41, No. 2**NOTICE OF SUSPENSION**

Student's Name: _____ Date: _____

Name of Parent or Guardian _____

Address _____

Dear _____:

You are hereby advised that _____ has been suspended pursuant to Board policy. The reason(s) for the suspension is (are) as follows:

You have the right to appeal this decision to the Board of Education or its designee to be granted a hearing before the Board or its designee in order to be heard against the suspension and to be represented in the appeal proceeding by a representative of your choosing. You have the right to request the hearing, if it is before the Board, to be held in executive session. Please contact the _____ by letter at your earliest convenience if you intend to pursue an appeal, so that a hearing time and place can be scheduled. You have _____ school days from the receipt of this notice in which to file an appeal. (See Item B below)

Students placed on a suspension are not permitted involvement in or attendance at extra-curricular activities and will receive an unapproved absence for suspended days.

[] Option #1

The Superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in R.C. 3313.662(A) that was committed when the student was sixteen (16) years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.

[] Option #2

If the student's suspension is based on a violation listed (marked) below which the student committed when they were sixteen (16) years of age or older and the violation would have been a criminal offense if committed by an adult, the Superintendent may seek to permanently exclude the student from attending any of the public schools of this State if the student is convicted of, or adjudicated a delinquent child for that violation.

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- ☐ selling or offering to sell a controlled substance
- ☐ possession of a controlled substance
- ☐ aggravated murder; murder; voluntary manslaughter; involuntary manslaughter
- ☐ felonious assault; aggravated assault
- ☐ rape; gross sexual imposition; felonious sexual penetration

The suspension information details follow:

- A. Out of school suspension for _____ day(s) to include _____.
Your child is not permitted on school grounds or at school functions during this time period.
Parents will assume total responsibility for the conduct and behavior of their child during this period of suspension.
- B. Your child will be allowed to make up the missed school work providing the assignments are completed by the time they returns to school from the suspension.

Your child will receive at least partial credit for work that is completed properly.

If you have any questions regarding the above, please feel free to contact me.

Principal

Enc: Administrative Guideline 5610

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Replacement Form - Vol. 41, No. 2**NOTICE OF INTENTION TO EXPEL**

Student's Name: _____ Date: _____

Name of Parent or Guardian_____
Address

Dear _____:

This letter is to inform you that it is possible the _____ may expel
 _____ from school for a period of _____ days for the following reasons
 specified in the Code of Conduct:

_____ and their parent, guardian, custodian, or representative have
 the opportunity to appear before the Superintendent or their designee to challenge the reasons for the
 possible expulsion or to otherwise explain the student's actions. The meeting is to be held not less than
 three (3) day(s) nor more than five (5) day(s) after this notice was delivered, but if you are unable to
 attend at the time indicated below, you have the right to request an extension by contacting the
 Superintendent by phone at _____ or by letter
 at _____. Such extension will not
 exceed _____ day(s). If an extension is granted, you will be notified of the new time and place.

[] Option #1

The Superintendent may seek the student's permanent exclusion if the suspension was based on a
 violation listed in R.C. 3313.662(A) that was committed when the student was sixteen (16) years of age
 or older and if the student is convicted of or adjudicated a delinquent child for that violation.

[] Option #2

If the student's suspension is based on a violation listed (marked) below which the student committed when the student was sixteen (16) years of age or older and the violation would have been a criminal offense if committed by an adult, the Superintendent may seek to permanently exclude the student from attending any of the public schools of this State if the student is convicted of, or adjudicated a delinquent child for that violation.

- ☐ knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance or an object indistinguishable from a firearm onto any property owned or controlled by, or to any activity held under the auspices of a board of education of a city, local, exempted village, or joint vocational school district
- ☐ carrying concealed weapons
- ☐ selling or offering to sell a controlled substance
- ☐ possession of a controlled substance
- ☐ aggravated murder; murder; voluntary manslaughter; involuntary manslaughter
- ☐ felonious assault; aggravated assault
- ☐ rape; gross sexual imposition; felonious sexual penetration

The hearing is to be conducted at:

Location

Date

Time

Superintendent

Replacement Form - Vol. 41, No. 2**NOTICE OF EXPULSION**

Student's Name: _____ Date: _____

Name of Parent or Guardian_____
Address

Dear _____:

You are hereby advised that _____ has been expelled from school
for the period from _____ to _____. The reason(s) for this decision is:

During the expulsion, the student may not be on school property, may not participate in any school-related activities, and may not make-up work assignments, quizzes, or tests given during the period of the expulsion.

You have the right to appeal this decision to the Board of Education or its designee, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, to be represented in the appeal proceeding by a representative of your choosing, and to request that the hearing, if it is before the Board, be held in executive session. Your request for appeal must be made to the Board within _____ school day(s) from the mailing date of this notice. You should inform the Board of those who will be present at the hearing, including the name of any representative(s) you may choose to bring.

The expulsion may be subject to extension pursuant to R.C. 3313.66(F) if it involves conduct which could result in the student's permanent exclusion.

[] [Option #1]

The Superintendent may seek the student's permanent exclusion if the suspension is based on a violation listed in R.C. 3313.662(A) that was committed when the student was sixteen (16) years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.

[END OF OPTION #1]

[] [Option #2]

If the student's suspension is based on a violation listed (marked) below which the student committed when the student was sixteen (16) years of age or older and the violation would have been a criminal offense if committed by an adult, the Superintendent may seek to permanently exclude the student from attending any of the public schools of this State if the student is convicted of, or adjudicated a delinquent child for that violation.

- ☐ knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance or an object indistinguishable from a firearm onto any property owned or controlled by, or to any activity held under the auspices of a board of education of a city, local, exempted village, or joint vocational school district
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- ☐ possession of a controlled substance
- ☐ aggravated murder; murder; voluntary manslaughter; involuntary manslaughter
- ☐ felonious assault; aggravated assault
- ☐ rape; gross sexual imposition; felonious sexual penetration

[END OF OPTION #2]**[] [OPTION #3]**

Community Service Option, if available:

[END OF OPTION #3]

Since this expulsion is for a period of more than twenty (20) school days (or since your expulsion will extend into the following semester or school year), you are hereby notified that the following services or programs are offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the instant expulsion.

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
<hr/>	<hr/>	<hr/>
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The above-named student and/or their parent(s)/representative(s) have been provided the opportunity for a meeting before the Superintendent or designee to ask questions, to challenge the reason(s) for the expulsion, and/or to otherwise explain the student's actions. The student's and representative's signatures below acknowledge that they received this notice of expulsion and the above-described informal hearing (it does not necessarily signify agreement with the expulsion).

Student's Signature: _____

Representative's Signature: _____

If you have any questions regarding the above, please feel free to contact me.

Superintendent

Pursuant to Board Policy 5610; 5611

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