

WILLARD CITY SCHOOLS
NOTICE OF INTENT TO ISSUE OUT-OF-SCHOOL SUSPENSION

Name of Student: _____ Date: _____

Building: _____ Grade: _____

This notice is to inform you that you may be suspended from school. Before any disciplinary action will be taken, you will have the opportunity for an informal hearing before the principal, assistant principal, superintendent, or superintendent's designee where you will be permitted to challenge the reason(s) for the intended suspension or otherwise explain your actions.

The reason(s) you may be suspended from school are as follows. Code of Conduct violation and description of incident: _____

Date of Offense: _____

Informal Hearing: Date: _____ Time: _____ Location: _____

If you are issued an out-of-school suspension, during the period of suspension you will not be permitted to attend school or any school functions or to be on any property owned by the Willard City School District, or you may be prosecuted for Trespassing.

I have read, understand, and hereby acknowledge receipt of a copy of this Notice of Intent to Suspend. I understand that my signature does not constitute an admission of the alleged misconduct.

Signature of student: _____ Date: _____ Time: _____

Signature of school official: _____ Date: _____ Time: _____

Parental Contact: Who: _____

Phone #: _____

Date: _____ Time: _____

Contacted by: _____