

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: **JF-E**
Form A

**VIGO COUNTY SCHOOL CORPORATION
NOTICE OF STUDENT SUSPENSION**

_____ Date

TO: _____ (Parent, Guardian or Custodian)

From: _____ (Principal or Designee)(School)

This notice is to inform you that _____ was suspended from attendance at _____ Student _____ School _____ # _____ Day _____ for _____ school day(s) beginning on _____, _____ Date. This suspension includes all extracurricular and school sponsored activities including athletics.

If you hear nothing further, this student should return to school at the beginning of the normal school day on _____ Day, _____ Date.

Prior to being suspended from school attendance I provided this student with an informal meeting on the alleged misconduct which included:

1. A (written or oral) statement of charges against the student.
2. A summary of the evidence against the student.
3. An opportunity to explain his/her conduct.

In this informal meeting, I determined that the conduct of this student violated the following school conduct rule(s) as set forth in the (corporation's) (building's) student discipline policy:

(and)(or) the following laws of the Indiana Code: {cite if student is charged with a crime or infraction}:

Following this informal hearing, I suspended this student from school attendance for the following reason(s):

Suspension from school attendance is a serious matter and we must have your assistance in insuring that the misconduct which led to this suspension will not occur again. Please immediately contact _____

_____ Administrator
at _____ to discuss or make an appointment to discuss the circumstances which required
_____ Phone
this suspension and steps to remedy any problem which led to the misconduct.

Signature

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: **JF-E**
Form A-1

VIGO COUNTY SCHOOL CORPORATION
NOTICE OF STUDENT SUSPENSION

Date

TO: _____ (Parent, Guardian or Custodian)

From: _____ (Principal or Designee)(School)

This notice is to inform you that _____ was suspended
Student
from attendance at _____ for ___ school day(s)
School #
beginning on _____, _____. This suspension
Day Date
includes all extracurricular and school-sponsored activities including athletics.

If you hear nothing further, this student should return to school at the beginning of the normal school day on ____
_____, _____.
Day Date

I am requesting an expulsion in addition to this suspension, therefore, a Expulsion Examiner will notify you of the expulsion process. Also, as I am requesting an expulsion for _____ he/she may be
Student
allowed to continue attending school until the Expulsion Examiner renders a final determination. **[The student may be allowed to continue their studies, however, all grades and academic credit will be withheld pending the outcome of the expulsion determination. The Expulsion Examiner's determination could eliminate any grades or credits being earned for the semester in question.]**

Prior to being suspended from school attendance I provided this student with an informal meeting on the alleged misconduct which included:

1. A (written or oral) statement of charges against the student.
2. A summary of the evidence against the student.
3. An opportunity to explain his/her conduct.

In this informal meeting, I determined that the conduct of this student violated the following school conduct rule(s) law as set forth in the (corporation's)(building's) student discipline policy:

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Form A-1 (Cont'd)

(and)(or) the following laws of the Indiana Code: {cite if student is charged with a crime or infraction}:

Following this informal meeting, I suspended this student from school attendance for the following reason(s):

Suspension from school attendance is a serious matter and we must have your assistance in insuring that the misconduct which led to this suspension will not occur again. Please immediately contact _____ Administrator
at _____ to discuss or make an appointment to discuss the circumstances which required
Phone
this suspension and steps to remedy any problem which led to the misconduct.

I (plan to file)(have filed) a written charge with the superintendent requesting that this student be expelled due to this misconduct. I also (will)(have) request(ed) that this student's suspension be continued until after any determinations made by the Expulsion Examiner on the expulsion request. You will be notified by the Expulsion Examiner regarding an expulsion meeting and a continued suspension from school.

Signature

Date

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: JF-E
Form B

VIGO COUNTY SCHOOL CORPORATION
WRITTEN CHARGE AND REQUEST FOR EXPULSION

_____ Date

TO: _____ Superintendent

FROM: _____ Principal School: _____

Date of School's Suspension: _____ / _____
Beginning End

Length of Recommended Expulsion: _____

Parent/Guardian: _____ Ending Date
Address: _____ ZIP: _____

Student's Name: _____ /ID# _____ GRADE: _____

Student's Age: _____ / _____ Student's Date of Birth _____
Yrs. Mths Mth/Day/Yr

_____ on _____ engaged in the following misconduct:
(Name of student) (date of misconduct)

This misconduct constitutes a violation of the following student conduct rule(s) as set forth in the school (corporation's)(building's) student discipline policy:

(and)(or) the following laws of the Indiana Code:[cite only if student is charged with committing a crime or infraction]

The following is a summary of the evidence which will be presented against the student if an expulsion meeting is requested:

In my opinion, the misconduct cited requires that this student be expelled from school attendance and extracurricular and school-sponsored activities until (return date) because:

I therefore request that you initiate proceedings necessary to accomplish this expulsion.
_____ This student does not have a current I.E.P.

C.C.C. Signature

Date

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: **JF-E**
Form B (Cont'd)

Please complete the following applicable statements:

_____ The above named student has a current Individualized Education Plan. There has been _____ (#) formal case conference(s) regarding this behavior and the most recent case conference was held on _____. The school will request a Causal Relationship Conference immediately. The student
Date
will have accumulated _____ (#) days of total suspension through this disciplinary action.

C.C.C. Signature / Date

Please complete the following if applicable:

_____ The above named student presents a danger to self or others. Please explain.

_____ The above named student's presence is a substantial disruption to the educational process. Please explain:

As a result of the above, the following is requested:

_____ Homebound
_____ Special Education Alternative Program (High School Only)

Signature / Title / Date

Recommendations from the Assistant Director of Special Education and or the Coordinator of Student Services for the case conference to consider as an option:

_____ Alternative services or programming changes need to be explored within your school;
_____ Homebound not to exceed twenty (20) hours per month with the student receiving a maximum of four (4) subjects;
_____ Home _____ Library
_____ Special Education Alternative Program (Secondary Only)
Days of the week: Mon & Wed _____ Tue & Thurs _____
Transportation _____

Other Comments:

If special education eligible send a copy of this form to Dr. Marilyn Faris and the appropriate Assistant Director at the same time you send the original to Mr. Clark.

Principal signature / Date 5 of 7

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: **JF-E**
Form F

Student's Name/ID#

VIGO COUNTY SCHOOL CORPORATION
NOTICE OF RIGHT TO AN EXPULSION MEETING

Date

TO: _____ - Student
_____ - Parent, Guardian or Custodian

FROM: _____ - Expulsion Examiner

1. RIGHT TO HEARING

_____, the Principal of, _____ has requested that the student named above
Name School
be expelled from school attendance and extracurricular and school-sponsored activities through _____.
Date

The superintendent or designee has determined that there are reasonable grounds for investigation and has appointed me as Expulsion Examiner in this matter. Before this or any other disciplinary action within my authority can be invoked, one or all of you may request an expulsion meeting on the alleged misconduct which prompted this request for expulsion.

2. WAIVING RIGHT TO A HEARING

IF YOU DO NOT REQUEST SUCH A MEETING WITHIN TEN (10) CALENDAR DAYS FROM THE POSTMARK DATE, ALL RIGHTS, ADMINISTRATIVELY AND JUDICIALLY, TO CONTEST AND APPEAL THE DISCIPLINE REQUESTED IN THE CHARGE BY THE PRINCIPAL OR HIS DESIGNEE ARE GIVEN UP OR WAIVED.

3. HOW TO REQUEST AN EXPULSION MEETING

If one or all of you desire an expulsion meeting on this proposed expulsion, you **MUST** put your request **in writing** and deliver it **in person** or by **certified mail** within ten (10) calendar days to:

Student Services
PO Box 3703 - 686 Wabash Avenue
Terre Haute, IN 47803

Your request for an expulsion meeting must include a list of the witnesses you intend to call and a summary of the evidence you intend to present at the meeting.

4. ALLEGED MISCONDUCT AND STUDENT CONDUCT RULE VIOLATED

The expulsion of the student was requested because on _____ (he)(she) engaged in the following misconduct: _____
Date

This misconduct constitutes a violation of the following student conduct rule(s) as set forth in the school (corporation's)(building's) student discipline policy: **RULE**

(and)(or) the following laws of the Indiana Code:[cite only if the student is charged with committing a crime or infraction]

5. SUMMARY OF EVIDENCE AGAINST STUDENT

(a) If you request an expulsion meeting, the (principal)(principal's designee)(counsel for the school corporation) will offer the following evidence in support of the recommended expulsion:

(b) You also have the right to present witnesses and evidence as to why the student should not be expelled.

6. RIGHT TO PRESENT WITNESSES

You may present witnesses to testify on your behalf. Indiana Code 20-8.1-5-10(e) requires you to identify those witnesses you intend to have testify. Please submit a list of your witnesses with your request for an expulsion meeting.

7. DESCRIPTION OF PROCEDURE TO BE USED IF AN EXPULSION MEETING IS REQUESTED

(a) If you request an expulsion meeting, I will notify you of the date, time and place of the meeting.

(b) The expulsion meeting will not be open to the public. Witnesses will be in the room only while testifying. Testimony will be under oath. The student should attend the complete expulsion meeting unless temporarily excluded by agreement between the Expulsion Examiner and you during discussion of (his)(her) psychological or emotional problems.

(c) The sequence of events at the meeting will be:

1. Opening statement by Expulsion Examiner.
2. Opening statement of the principal's position, if desired.
3. Opening statement of the student's position, if desired.
4. Presentation of witnesses and evidence by the principal with right of student or his/her representative to cross examine witnesses.
5. Presentation of student's witnesses and evidence, if any, with right of the principal to cross-examine student's witnesses.
6. Rebuttal or additional information on behalf of student, if any.
7. Expulsion Examiner's clarification questions, if any.
8. Closing remarks by each side and the Expulsion Examiner.

(d) The record of the expulsion meeting will be made by (audio tape recording).

(e) The student need not testify at the expulsion meeting. If the student elects to testify, the student may be cross-examined.

Expulsion Examiner