

BOSTON PUBLIC SCHOOLS



Code of Conduct
Attachment 3.1

Emergency Suspension Notification Letter

Send two copies. Ask parent to sign and return one copy to the school.

School Name: _____

Date: _____

<Parent Name>

<Parent Address>

Dear _____:

I regret to inform you that your son/daughter [name] _____ has been accused of violating Section(s) _____ of the Boston Public Schools *Code of Conduct* for the following reasons: _____

Under the Code, this offense may be punishable by suspension, long-term suspension, disciplinary transfer, or alternative program placement.

I have scheduled a hearing to consider this matter on _____, 20____, at _____ a.m./p.m. at the school. You and your son/daughter are requested to attend this formal hearing. At the hearing, if it is determined that your son/daughter violated the Code as stated above, I may recommend the following:

- Suspension of up to ____ days
- Long-term suspension of up to ____ days
- Disciplinary transfer to another school (elementary school students)
- Transfer to an alternative program (middle school and high school students)

You have the right to bring a lawyer or advocate to the hearing and to present additional evidence and witnesses. An interpreter will be available at the hearing if one is needed.

This is to acknowledge receipt of this Notification of Disciplinary Hearing.

Signature _____

Print Name _____

Relationship
to Student _____

Date _____

Please sign one letter and return it to your son's/daughter's school. Keep the other copy for your records.

Thank you.

If you wish, you may waive your right to a formal hearing and accept my recommendation for disciplinary action (given above), providing you sign the enclosed waiver form and return it to me at the school.

If you have any questions concerning this hearing, or if you wish to arrange a different date and time for the hearing, please call me immediately at _____.

If you do not attend this hearing and do not call the school to reschedule it, the hearing will be rescheduled and held within 48 hours of the date and time given above.

Sincerely,

Principal / Headmaster