

BOSTON PUBLIC SCHOOLS



Code of Conduct
Attachment 3.10

Notification of Disciplinary Transfer: Elementary School Student

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

School Name: _____

Date: _____

<Parent Name>

<Parent Address>

Dear <Parent Name>,

On _____, 20____, your son/daughter _____ violated
Section(s) _____ of the *Code of Conduct* for the following reasons: _____

On _____, 20____, I conducted a formal hearing to consider a disciplinary transfer to another school
for your son/daughter. Present but not providing testimony at that hearing were: _____

Present and providing testimony at that hearing were: _____

As the Hearing Officer, I found sufficient evidence that your son/daughter did violate the *Code of Conduct*
after repeated efforts at progressive discipline. Therefore, I recommend assignment to another Boston public
school, effective immediately, through the end of the current school year, at which time this assignment will be
reviewed. The school of assignment will be determined by the Department of Implementation.

You have the right to appeal this decision to the Superintendent's Office within ten (10) school days of the day you
receive this letter. At that appeal, you have the right to be represented by an attorney, to call witnesses, and to hear
testimony. An interpreter will be available if one is needed.

Please contact me at 617-635 _____ if you have any
questions.

Principal / Headmaster

*This is to acknowledge receipt of
this Notification of Disciplinary Transfer.*

Signed _____

Print Name _____

Relationship to

Student _____

Date _____

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

Cc: Director of Alternative Education
Enrollment Services
Student Permanent Record