

BOSTON PUBLIC SCHOOLS



Code of Conduct
Attachment 3.11 (rev. 9/28/04)

Notification of Assignment to Alternative Program: Middle School or High 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 assignment to an alternative program
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 clear and convincing evidence that your son/daughter did violate the *Code of Conduct* **after repeated efforts at progressive discipline**. Therefore, I recommend assignment to an alternative program, effective immediately, through the end of the current school year, at which time this assignment will be reviewed.

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.

*This is to acknowledge receipt of this
Notification of Assignment to Alternative
Program.*

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.*

As soon as the necessary paperwork is received, the Director of Alternative Education will contact you concerning educational options that may be available for your son/daughter. If you have any questions, please contact the Director of Alternative Education at 617-635-8035.

Principal / Headmaster

cc: Director of Alternative Education
Enrollment Services
Student Permanent Record