

# BOSTON PUBLIC SCHOOLS



Code of Conduct  
Attachment 3.12 (rev. 9/28/04)

## Notification of Expulsion: Regular Education 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 expulsion 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*. Further,  
it is my judgment that his/her continued presence at \_\_\_\_\_ School is having, and/or would continue to  
have, a substantial detrimental effect on the school's general welfare and our mission of providing students with the  
opportunity to learn in a safe and secure environment. Therefore, I impose expulsion, effective immediately,  
through \_\_\_\_\_, 20\_\_\_\_.

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.

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

*This is to acknowledge receipt of this  
Notification of Expulsion.*

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.*

\_\_\_\_\_  
Principal / Headmaster

cc: Director of Alternative Education  
Enrollment Services  
Student Permanent Record