

BOSTON PUBLIC SCHOOLS



Code of Conduct
Attachment 3.3

Notification of Expulsion Hearing

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

School Name:

Date:

< Parent Name >

<Parent Address >

Dear _____,
(parent or guardian)

I regret to inform you that on _____, 20____, your son/daughter _____ has been accused of committing an offense that could result in expulsion from school. Specifically, he/she is accused of violating Section(s) _____ of the *Code of Conduct* for the following reasons: _____

A hearing to consider disciplinary action up to and including expulsion has been scheduled on _____, 20____, at _____ a.m./p.m. at the school. You and your son/daughter are requested to attend this formal hearing, after which a recommendation will be made whether your son/daughter will be disciplined and possibly expelled from school for his/her actions. 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.

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 _____.

*This is to acknowledge receipt of
this Notification of Expulsion 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 do not attend this hearing and do not call the school to reschedule, the hearing will be rescheduled and held within 48 hours of the date and time given above.

Sincerely,

Principal / Headmaster