

BOSTON PUBLIC SCHOOLS



Code of Conduct
Attachment 3.7

Notification of Suspension: Parent Did Not Attend the Hearing

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

School Name: _____

Date: _____

<Parent Name>
<Parent Address>

Dear <Parent Name>:

This letter is to inform you that your son/daughter _____ has been suspended, after a hearing, for _____ days for violation of Section(s) _____ of the *Code of Conduct*, for the following reasons: _____

This suspension will be in effect from _____, 20____ through _____, 20____.

- Please accompany your child on his/her return to school on _____, 20____.
- Following the suspension, due to the serious nature of this violation, I am referring your child for assignment to the Boston Public Schools Counseling *and* Intervention Center for _____ days. I will notify you when the assignment is scheduled. ***Failure to attend, or to consistently attend, the Counseling & Intervention Center without reasonable extenuating circumstances, will result in expulsion.***

Please call the school at 617-635-_____ for an appointment to discuss this very serious matter with me. Your son/daughter must accompany you at this conference, which may be held on or before the end of this suspension.

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

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.

During the suspension, your son/daughter is not to enter the school building or schoolyard unless accompanied by you to attend the conference.

You have the right to appeal this suspension 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.

Sincerely,

Principal / Headmaster