

BOSTON PUBLIC SCHOOLS



Code of Conduct
Attachment 3.8

Notification of Long-Term Suspension

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

School Name: _____

Date: _____

<Parent Name>

<Parent Address>

Dear [Name of Parent/Guardian]:

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 long-term suspension 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**. I am therefore recommending a long-term suspension, which will be in effect from _____, 20____ through _____, 20____. You are requested to accompany your child on his/her return to school on _____, 20____.

During the suspension, your son/daughter may not enter the school building or schoolyard unless accompanied by you to attend a conference. When your son/daughter returns to school, he/she is entitled to make up all the school work he/she has missed.

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. 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 Long-term 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.

Cc: Enrollment Services
Student Permanent Record