

STUDENT DISCIPLINE
(Letter to Parents Recommending Expulsion)

Note: This form is intended to be used as a template for a more personalized letter.

Re: _____ (name of student)

Date: _____

Dear Parent(s)/Guardian(s):

After investigating the incident of _____, for which your student is being disciplined, I have decided to recommend to the Board of Education that _____ (name of student) should be expelled from the Boonville R-I School District.

The Board will make a final decision on whether to expel your student after a hearing. The hearing will be held at _____ (time) on _____ (date) at _____ (address).

If this date is inconvenient, or if you have any other questions regarding this matter, please contact the district's attorney at the following address:

Name of Attorney: _____

Address: _____

Telephone: _____

The student may be represented by counsel, and may testify, call witnesses, cross examine witnesses, and present evidence. Enclosed please find a notice of charges.

The Board will conduct a hearing regarding this incident, regardless of whether you or your student attend the hearing, unless the right to a hearing is waived. To waive the hearing, sign the enclosed Waiver and arrange a meeting with the superintendent or his/her designee to discuss the expulsion.

FILE: JG-AF10
Critical

Sincerely,

Signature of Superintendent

Enclosures: *Notice of Charges*
Waiver

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Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: **December 19, 2007**

Revised:

Boonville R-I School District, Boonville, Missouri