

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)/Guardians(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 Clinton School District #124.

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

Sincerely,

Signature of Superintendent

Enclosures: *Notice of Charges*
Waiver

* * * * *

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

Implemented: 03/10/2003

Clinton School District #124, Clinton, Missouri