

STUDENT EXPULSION

JKE-E-2

Sample letter #1 to parents

Dear _____:

I regret to inform you that your child, *student's name*, has been suspended from *name of school* pending a student disciplinary hearing before the Seaford Board of Education. The reason for the suspension and my recommendation for expulsion is that *student's name* has violated our attendance and disciplinary guidelines. More specifically, *student's name* has *list offense*

I will contact you again with the date, time, and location of the student disciplinary hearing. In the meantime, please know that *student's name* has the right to be represented at the hearing by legal counsel or advisor. Also, please know that you must notify me in writing at least five school/school district workdays prior to the hearing of your intent to have the student represented by legal counsel or advisor. You must also notify me in writing at least five school/school district workdays prior to the hearing of your intent to request an open, or public, hearing.

When I send you notification of the hearing, I will be enclosing a copy of the Seaford Board of Education's policy and regulation "Student Expulsion". In the meantime, though, please know that your child has the following rights in addition to being represented by legal counsel or advisor:

- The right to make an opening statement
- The right to testify
- The right to present other witnesses
- The right to present evidence
- The right to cross-examine witnesses (within certain limitations)
- The right to question school officials, and
- The right to make a closing statement.

I am sure that you are as concerned about this situation as I am. Working together, I hope that we help *student's name* learn from this incident.

Sincerely,

cc: Student's Discipline File

STUDENT EXPULSION

JKE-E-3

Sample letter #2 to parents

Dear _____:

Please know that *student's name's* student disciplinary hearing before the Seaford Board of Education or Seaford Board of Education's hearing officer, as appropriate has been scheduled as follows:

Date: _____

Time: _____

Location: Board Room (located in the District Administrative Office Building, 390 North Market Street Extended, directly across the street from Seaford Senior High School)

As noted in my last letter to you, the student disciplinary hearing has been scheduled because *student's name* has violated the Seaford School District Attendance and Disciplinary Guidelines. More specifically, *student's name* has list offense. I have enclosed with this letter a copy of the Seaford Board of Education's policy and regulation "Student Expulsion" which provides information about how the hearing will be conducted and *student's name's* rights.

Please be reminded that you must notify me in writing at least five school/school district workdays prior to the hearing of your intent to have the student represented by legal counsel or advisor. You must also notify me in writing at least five school/school district workdays prior to the hearing of your intent to request an open, or public, hearing.

If you have any questions regarding the hearing, please do not hesitate to contact me.

Sincerely,

cc: Student's Discipline File