

SAMPLE NOTICE OF EXPULSION HEARING LETTER

[Date]

[Parent's Name]  
[Parent's Address]

Re: Notice of Expulsion Hearing

Dear Parent:

You are hereby given notice that the expulsion hearing for your child, [Student's Name], will be held on [date and time] before an administrative panel of three school administrators. The hearing will be held at [location].

The specific charges are that on or about [date and time], [location], [description of incident].

Enclosed is a copy of the District's policy with respect to student conduct, student suspension and student expulsion. At the hearing, you have a right to represent yourself or obtain legal counsel. You have the right to inspect and obtain copies of all documents to be used at the hearing, and you have the right to confront and question all witnesses who testify at the hearing, question all other evidence presented, and present oral and documentary evidence on the student's behalf, including witnesses.

The hearing will be closed to the public, unless you request an open hearing, in writing, five days prior to the hearing.

If you have any questions, please call me.

Very truly yours,

Superintendent's Designee