

**INITIAL NOTICE OF POTENTIAL DISCIPLINE LETTER**

VIA (Method of Delivery)

Date

Name of Student and Parents

Student's Address

RE: (full name of student) - Notice of Alleged Violation and Potential Consequences

Dear Mr. and Mrs. \_\_\_\_\_:

I write to inform you that your child, (full name of student), is alleged to have violated a school rule as set forth in the Worcester Public School Code of Conduct and policies. In particular, on (date), your child, (full name of student) was involved in (describe incident \_\_\_\_\_), which is an infraction of the Code of Conduct, Rule \_\_\_ at page \_\_. A copy of the handbook and the state disciplinary regulations are available at the school district website at [www.worcesterschools.org](http://www.worcesterschools.org) and are also available at the Principal's Office. The Worcester Public School District and state laws/regulations require that I exercise discretion in determining disciplinary consequences for the student, and I will do so in this matter.

The factual basis for the alleged violation of the above cited rule is: (be specific and detailed \_\_\_\_\_). Please be advised that the investigation into this matter is ongoing and the school district reserves the right to amend this notice and to adjust the charges as appropriate.

**I invite you, as parents/legal guardians, and the student to a hearing on (date) at (time) in the (location), which will be your and the student's opportunity to provide his/her side of the story and to dispute the allegations.** If you or the student needs an interpreter or chooses to have counsel attend the hearing, please let us know at least 48 hours before the hearing so that we can arrange for an interpreter and/or the presence of district counsel.

At this hearing, I will hear and consider the disciplinary offense and pertinent information about the incident and the factual basis for the charges. You and the student may dispute the charges, present information, including mitigating facts and may discuss with me the student's conduct and any mitigating circumstances that I should consider in determining consequences for the student.

The range of consequences under the Code of Conduct and school policies for this offense includes:

- written warning
- in-school suspension
- short-term suspension
- long-term suspension
- termination of extra-curricular or other activities, including sports
- restorative justice (restitution, fines, community service)
- other (**specify**)

By checking a box below, I have indicated the potential consequences for the offense on which we are proceeding to hearing.

A. In-School Suspension: This is a removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or nor more than ten (10) school days cumulatively for multiple infractions during the school year. In-school suspension is also available as an alternative to short-term suspension for disciplinary offenses.

There is no appeal to the Superintendent for an in-school suspension.

B. Short Term Suspension: This is a removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. I may, in my discretion, allow the student to serve a short-term suspension in school.

There is no appeal to the Superintendent for a short-term suspension.

C. Long-Term Suspension: This is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year.

If the offense may result in the student's suspension for more than ten (10) consecutive days or cumulatively in a year, the parent/guardian and student have the following rights:

1. the right to review the student's record and the documents upon which I may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of your choice, at your expense;
3. the right to produce witnesses on your behalf and present your explanation of the alleged incident, but you may not be compelled to do so;
4. the right to cross-examine witnesses presented by the school district;
5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request.

You have the right to appeal to the Superintendent any decision made to impose a long-term school suspension.

After hearing the evidence I will determine whether the student committed the disciplinary offense and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed. I will issue a decision to you in writing. My decision will state my reasons therefore and the type and duration of any suspension or other consequences, including any conditions for the student's re-entry to a school setting. In the case of a long-term suspension, I will notify you of the student's appeal rights. During any suspension, the student is entitled to maintain his/her academic standing by continuing to complete his/her assignments and make academic progress.

Please contact my office at \_\_\_\_\_ to confirm this hearing date and time and to inform me whether you intend to be represented by counsel so that we might arrange to have school counsel present.

If this box is checked, your child is a student who receives educational services pursuant to an IEP or 504 Plan and the Special Education Department will contact you to arrange for a manifestation determination meeting.

Very truly yours,

School Principal

Cc: Dr. Marco Rodrigues, Chief Academic Officer  
\_\_\_\_\_, Quadrant Manager  
Robert F. Pezzella, School Safety Liasion  
\_\_\_\_\_, Team Chair or 504 Coordinator