

Date

Address

Dear Parent/Guardian:

I am hereby notifying you that your child, *insert name of student*, has been recommended for expulsion from *insert name of school*. The reason for this recommendation is *insert reason for expulsion/suspension*. Written documentation regarding this disciplinary matter is available for your review at my office. Please contact me if you want to review/receive copies of documents related this matter.

In accordance with Jackson County School Board Policy JDD, you may appeal this matter to the Board of Education at its next regularly scheduled meeting on *insert date of next board meeting*. If you would like to appeal this decision, please contact the Superintendent's secretary, Ms. Jackie Robinson at 826-1757, Extension 332. If you do not notify me or the Superintendent's secretary of your intention to request a hearing by 12:00 noon on **insert date of Thursday prior to the Board meeting**, my recommendation will become final.

If you choose to appear before the Jackson County Board of Education, the Board may concur with the recommendation, overturn and/or modify the recommendation without limits.

Respectfully,

Principal

Attachment: Jackson County School Board Policy JDD