## Disciplinary Action Form

To the parent/guardian of:

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SS#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Regular Ed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Special Ed: \_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date parent was notified and how: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In accordance with R.S. 17:416, your child:**

* Has been assigned to after-school detention for a period of \_\_\_\_\_\_\_\_\_\_ days.
* Is being suspended from school for a period of \_\_\_\_\_\_\_\_\_\_ days.
* Has been placed on parent-conference suspension and cannot return to school until a parent/legal guardian has a conference with a school administrator.

**The reason(s) for the action taken include:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your child:**

* Has been recommended for expulsion pending a hearing. You will be contacted with the date of the hearing. Parents have the right to request to view all of the evidence to be presented by the school at the expulsion hearing.
* Can return to school after the last suspension date. The suspension will start on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and end on \_\_\_\_\_\_\_\_\_\_\_\_\_. Your child can return to school on \_\_\_\_\_\_\_\_\_\_\_\_\_. Educational services will be provided to your child by the school from 5pm to 7pm during this period of time.
* Can return to school after a parent has a conference with a school administrator.
* Must complete after-school detention days (from 5pm to 7pm) or a 3 day suspension will be given. After school detention will start on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

For after-school detentions and suspensions, your child must wear their school uniform, report on time, stay until \_\_\_\_\_\_\_\_, refrain from talking or eating during the detention/suspension session, refrain from sleeping, and complete all school work given to them.

We regret that it has been necessary to take disciplinary action. If you desire further information concerning this matter, you may contact the school at \_\_\_-\_\_\_-\_\_\_\_.

Sincerely,