

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,