**(School’s Name)**

Name of Administrator, Title

School Address

Date

***Via Hand Delivery or Via Certified Mail and Regular Mail]***

(Name of Student), Student

(Parent Name), Parent

(Address)

 RE: Notice of Disciplinary Action

Dear (Student) and (Parent Name):

This letter is to inform you that I, (Principal)**, administrator of (School’s Name)** have recommended to the Board of Public Education for Bibb County that you be placed in SOAR Academy Alternative Program. My recommendation is for alternative school placement for **(amount of time desired)**; however the maximum punishment that may be imposed by the Board of Education is expulsion from school. The Board may also suspend (**Student name)** in excess of ten (10) days, assign him/her to attend SOAR Academy for any period of time, or take any other appropriate disciplinary action set forth in the Code of Student Conduct.

The charge against (**Student Name**) is that he/she has violated the *Code of Student Conduct* in that:

 Violations:

(list of all charges)

 The factual basis for my recommendation is it is alleged that:

(Narrative of incident)

The following is a list of witnesses that may be called to testify at the hearing:

**[Administrator] [Campus Police Officer]**

**[Teacher or Staff Member] [Adult Witnesses]**

**[Other Students involved in incident] [Student witnesses]**

The following is a list of documents/evidence that may be presented at the hearing:

(list of evidence)

 You are advised that before disciplinary action can be imposed; (Student name) has a right to a hearing before the Student Discipline Hearing Officer. A hearing for consideration of the charges against (Student name) has been scheduled for (Date of Hearing), **at** (Time of Hearing) at the Evidentiary Hearing Office, located in the Hutchings Building at Martin-Whitley Education Complex, 2011 Riverside Drive, Macon, Georgia. The Evidentiary Hearing Office is on the second floor, suite # 2059. If you are late upon arrival, please see the clerk in suite # 2061, which is the suite directly across from the main staircase.

 Upon request to staff at the Evidentiary Hearing Office, 779-2580, you will be furnished with compulsory process or subpoenas legally requiring the attendance of witnesses and the production of documents. All parties have the right to present evidence and cross-examine witnesses. In addition to these rights, you are entitled to be represented by counsel at your own expense. If you intend to be represented by counsel, you must notify the Evidentiary Hearing Office at least 24 hours prior to the hearing so that the school system can have the Board attorney present. Failure to give the proper notice may result in your hearing being postponed and your continuation in out of school suspension or other interim placement.

Pursuant to the section entitled “The Discipline Procedures for Students with Disabilities” as found on the school district’s website, students with disabilities shall be immediately referred to the student’s Individual Education Program (IEP) committee for a determination as to whether a change in placement is appropriate. The purpose of the manifestation hearing is to determine if the conduct was a manifestation of the student’s disability and to review the implementation of the student’s Individual Education Plan.

Should the IEP committee find that the student’s conduct **was** a manifestation of his/her disability, the student disciplinary hearing mentioned above **will not** be held. The IEP committee may, however, adjust the student’s placement according to his/her academic and behavioral needs. If the IEP committee finds that the student’s conduct **was not** a manifestation of his/her disability, the student evidentiary hearing mentioned above **will** be held. Regular disciplinary consequences, including long-term removal to a disciplinary setting or expulsion, may be imposed on students whose conduct **was not** a manifestation of their disability. The Program for Exceptional Children will provide you with more information regarding the manifestation hearing.

 This letter shall serve as further notice to you that (Student) is not permitted on any Bibb County school campus and may not attend any school activity or event until the hearing is completed.

 Sincerely,

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 Principal/Assistant Principal

Enclosure

cc: Brooke Woodard

 Leigh Geeslin