



CITY OF BAKER SCHOOL SYSTEM  
 14750 Plank Road, Baker, LA 70714  
 Phone (225) 774-5795

## Suspension/Expulsion Recommendation Form AP1/AP3

### INCIDENT INFORMATION

To the Parents of: \_\_\_\_\_ Grade: \_\_\_\_\_ Regular Education \_\_\_\_\_ Special Education \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date parent was contacted by Principal/Designee: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your child has been assigned to the Baker Alternative Learning Center located at 14750 Plank Road, Baker, LA 70714.

Incident referred by: \_\_\_\_\_ Incident Time: \_\_\_\_\_ Incident Location: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Number of Days: \_\_\_\_\_ Return to regular assigned school on: \_\_\_\_\_  
 (If recommended for Expulsion refer to Section AP3 below.)

THE STUDENT IS BEING REFERRED FOR THE FOLLOWING REASON(S):

Parents must accompany students to the Alternative Learning Center (ALC) on the first day of assignment. Your child should attend the ALC for all the days indicated above. The ALC opens at 6:50 a.m. Students must arrive no later than 7:30 a.m. each morning and must be picked up promptly at 2:30 p.m. each afternoon. Transportation must be provided by the parent. Students must behave appropriately while at the ALC and complete assignments as directed by their teacher and/or their moderator. If the student does not attend the ALC the days will be counted as unexcused absences.

### AP1 - SUSPENSION ALTERNATIVE LEARNING CENTER (ALC)

If student is being recommended for Expulsion please complete AP3 section below and fax to Vereta Lee @ 225-774-5797.

STUDENT JPAM ID #: \_\_\_\_\_ BEGINNING DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

REFERRING SCHOOL NAME: \_\_\_\_\_ NUMBER OF DAYS: \_\_\_\_\_

LIST REASON CODE (01-47): \_\_\_\_\_ School Administrator: \_\_\_\_\_

### Manifestation Determination Review Needed **AP3 – RECOMMENDATION FOR EXPULSION**

YES  NO

Date Parent was contacted by Principal/Designee: \_\_\_\_\_ Method of contact: \_\_\_\_\_

Beginning date of suspension with recommendation for expulsion: \_\_\_\_\_ Ending date: Pending Hearing

Your child may return to school on a date designated by the Hearing Officer \_\_\_\_\_

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 the following telephone number: \_\_\_\_\_. We are hopeful that our coordinated efforts will lead to better communication and a solution to the problem. Parents have the right to view all of the evidence presented by the school at the expulsion hearing. Your child's hearing will be held at the City of Baker School Board Office by the CBSS Hearing Officer.

### Parent/Guardian Information

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Signatures: Principal/Asst. Principal \_\_\_\_\_ Parent/Guardian \_\_\_\_\_