click and insert date

 click and insert names of parent and  click and insert name of student

 click and insert street address of parents

 click and insert city, state and zip code of parents

Re: *Initial Notice of Emergency Exclusion*

Dear  click and insert names of parent and  click and insert name of student:

 I am writing to inform you that I have excluded your student from school on an emergency basis. This decision is based on the following facts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Your student cannot return to school until we are assured that your student does not pose an imminent threat to the health or safety of the school community or will not be so disruptive so as to endanger the rights of other students to pursue an education. You must \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We will make every attempt to minimize the time your student is excluded from school. In the event your student is excluded from school for more than five days, you will have to opportunity to request a hearing to challenge continued exclusion. I have enclosed a copy of the school district’s protocol related to emergency exclusions for your convenience.

 I hope that we can continue to work together on your student’s behalf. If you have questions about the exclusion, please call.

 Yours very truly,

 Principal