File: JGD/JGE-R

CHARLES CITY COUNTY PUBLIC SCHOOLS STUDENT SUSPENSION/EXPULSION REGULATIONS

DUE PROCESS PROCEDURES: SHORT TERM SUSPENSION

BEGIN IN THE SCHOOL

The Appeal Process begins in the school with the suspending administrator. The Code of Virginia gives the principal or designee the authority to make a determination based on an investigation that a student has violated a rule that may require a suspension for 10 days or less.

MEET WITH THE PRINCIPAL WITH WRITTEN REQUEST FOR APPEAL

If the student is suspended by a principal's designee the appeal is to the building principal. The parent/guardian must request in writing a review of the suspension decision within three (3) school days or the decision becomes final.

The principal will review the incident and within three (3) school days report the decision in writing to the parent/guardian.

REVIEW BY ADMINISTRATIVE AND ALTERNATIVE SERVICES

If the parent is requesting an appeal of the principal's decision to suspend a student, the written request must be submitted within three (3) school days of the principal's decision or the decision becomes final. The appeal is submitted to the superintendent's office.

Within three (3) school days after receipt of the notice of appeal, the superintendent or designee will review the actions taken by the principal/designee, and confirm or disapprove such action based on an examination of the record of the student's behavior.

DUE PROCESS PROCEDURES: LONG TERM SUSPENSON OR EXPULSION

APPEAL TO THE SCHOOL BOARD

Appeal of the superintendent's decision regarding long-term suspension or expulsion shall be made within 7 days of the receipt of the decision of the superintendent or designee.

The School Board hears the final appeal in the disciplinary process in response to appeals of the decision of the superintendent or designee, the Board:

- Provides a hearing within 30 days of any appeal.
- Provides all due process rights to the student.
- Within 7 school days after the appeal hearing, provides a written report of its actions to the principal, parent (s)/guardian, and student.

All days included in a due process and appeal procedure are student school days, not calendar days.

SUSPENSION MAKE-UP WORK PROCEDURES

For the purposes of this policy, a suspension will be defined for a stated time, not to exceed ten days. Students may not make up work for credit once he or she has accumulated ten (10) suspension days per school year.

Students recommended for long term suspension (more than ten days, but less than 180 days) or expulsion (180 days or more) will not be allowed to make up work until a final decision has been made in his/her case. Alternative community and/or school resources will be made available to the student.

The following make up work procedures will be followed when a suspension does not exceed ten days:

MAKE UP WORK

Students will be allowed to make up work for full credit missed in a class under the following conditions:

- a. Students may make up work for credit for suspensions up to ten days per school year.
- b. Students, who miss more than 20 days in a daily class, or 10 days in a block schedule class, will not receive credit for the class without tutoring or some other alternative program.
- c. Long term projects and assignments assigned during a suspension will be due on the original date established for the rest of the class.

Students are responsible for arranging to have previously assigned work done during his/her suspension submitted to the school office no later than 3:00 P.M. on the date the work was originally due. Students, per School Board policy, are not allowed on school grounds during a suspension; therefore, arrangements must be made for someone other than the student to take the work to school.

MAKE UP WORK FORM

Student must request make up work by securing a make up work form, from the office during reinstatement after the first suspension.

The student shall provide an appropriate copy to each teacher at the first class session following reinstatement after the suspension.

CHARLES CITY COUNTY SCHOOL DIVISION