

BOARD POLICY
Student Rights and Responsibilities

Descriptor Term: JC-R(1)
Date: XXXXXX XX, 2024

Student Rights and Responsibilities

In accordance with Board Policy JC, the Superintendent or his or her designee has authorized the following guidelines with regard to the handling of discipline matters and assuring that each student is afforded due process.

1. Prior to implementing disciplinary measures in response to a discipline referral, the school principal or designee will provide an opportunity for the parent or student to discuss the discipline matter with school administration.
2. The principal or designee will make every effort to document the meeting, if any, with the parent or student in writing and record the meeting in the Student Information System.
3. In disciplinary actions involving long-term suspension or expulsion, the principal or designee will prepare a notice of charge letter ("charge letter") that includes the charges against the student, the time and date of the evidentiary hearing, and may include the names of witnesses who may testify in addition to copies of available documents or other evidence that may be introduced into evidence at the hearing. The charge letter will contain statements that a student may present evidence and cross-examine witnesses at the evidentiary hearing, and a statement that the student has a right to be represented by an attorney.
4. The principal or designee will provide the notice of charge letter to parent at least 72 hours before the hearing.
5. For Program for Exceptional Children ("PEC") students or Section 504 students, the principal or designee will work with the PEC department or the 504 department to schedule the MDR prior to the evidentiary hearing.
 - a. The school counselor or PEC Coordinator will send notice of the MDR to the parent/student at least 48 hours before the meeting unless the parent agrees to waive the 48-hour notice.
 - b. The school counselor or PEC Coordinator will document receipt of the manifestation determination review ("MDR") notice by the parent. If the parent expressly states that he or she is not going to attend the MDR meeting, the school counselor or PEC Coordinator will document such decision by parent in the Student Information System.

6. Once the evidentiary hearing has been held, the parent and student will be provided with the disposition of the hearing officer within 48 hours after the hearing.

The Superintendent or his or her designee reserves the right to amend this regulation, as deemed necessary.