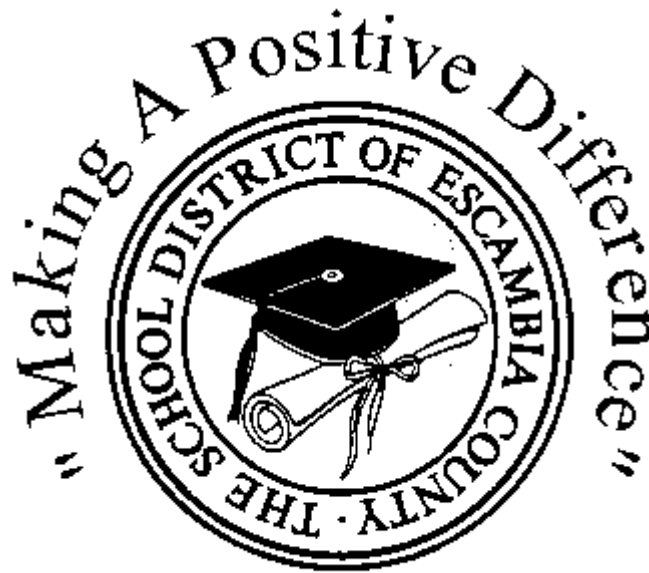


Student Resource Booklet

How the reassignment process works and
what you can expect



The Office of Student Engagement

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How do schools decide when a school discipline incident progresses to a reassignment?

- The incident must meet reassignment criteria as stated in the Discipline Intervention Matrix, located in the Student's Rights and Responsibilities Handbook.
- In the presence of the student an administrator or administrative designee must then process the referral making sure the student understands his/her rights as also stated in the Student Rights and Responsibilities Handbook.
- The parent(s) of that student will be notified by phone and informed as to the school's discipline decision and possible outcomes.
- The parent(s) should notify the school if a phone number or address has changed; this is to allow for better communication throughout the entire process.
- The school behavior team will meet to review the student's disciplinary and academic history. Team members will also review all parts of the incident that led to the committee meeting.
- The school behavior team will make a recommendation on reassignment to the principal.
- The principal will determine whether or not to request the Superintendent's approval for reassignment of the student.

- If reassignment is recommended, then a letter for reassignment will be generated and sent to the Student Engagement Office. The letter will clearly state the disciplinary incident committed by the student and information related to the length of the reassignment requested by the principal.

What happens once the Student Engagement Office receives the reassignment letter from the school?

Upon receiving the reassignment letter from the school, the Student Engagement Coordinator will schedule the Superintendent's hearing within the 10-day suspension of the student. The Student Engagement Coordinator will randomly select three committee members for the hearing; these committee members will not be from the school in which the incident took place and will be individuals who have no knowledge of the incident. They will not hear about the incident until they arrive at the school on the day of the hearing to ensure a fair and unbiased process.

A notice letter will be sent in the mail to both the student and the parent once the hearing has been scheduled.

The letter will include the discipline infraction(s) as well as the date, time, and location of the hearing. Parent(s) will also be notified by phone and given the same information. The letter, along with this booklet, contains the contact information of the Student Engagement Coordinator in case there are any questions concerning the proceedings. If the student's suspension ends prior to the date of the hearing, the parent(s) should contact the Student Engagement Office. The Student Engagement Coordinator will facilitate a return to the school until the meeting can be held. The school does have the right to place the

returning student in a more restrictive environment until the outcome of the hearing is known. This means that the student may be temporarily placed in the In-Lieu of Removal program or In-School Suspension program. The parent(s) and student should arrive to the hearing location at least 10 minutes prior to the appointed time to allow for proper check-in at the school site.

How does the hearing process work, and what procedural steps will be followed?

The purpose of the Superintendent's hearing is to find out if there is enough documentation presented by the school to substantiate reassignment. The Student Engagement Coordinator will facilitate the hearing and ensure that all procedures are followed and that due process is given to the student throughout the proceedings. The committee members hear all of the information from all parties and then make an informed decision based on the documentation and testimony they have seen and heard. In this hearing, the parent(s) will not be allowed to question witnesses.

A notice letter will be sent in the mail to both the student and the parent once the hearing has been scheduled.

The parent(s) must notify the Student Engagement Coordinator of any such witness a minimum of three days prior to the hearing. All hearings are recorded by the Student Engagement Coordinator, but parents are welcome to record the hearing as well, in an audio format only. In order to do so, however, parents must notify the Student Engagement Coordinator before the hearing starts. Because these proceedings are closed and confidential, any disclosure of the audio recordings could violate FERPA and could result in legal action to anyone that publicly shares this information.

All parents involved will receive a folder in the hearing that has the following information in it:

- Grades
- Attendance Records
- Referrals
- The student's statement(s)

Other students' witness statements will be read into the record, but the names of the students will be omitted. This information is confidential and cannot be shared in this meeting. The procedural steps that will be used are as follows:

1. Introduction of committee members
2. Swearing in of school officials
3. Reading of principal's letter
4. Presentation of the school's documentation
5. Q&A of school by committee members
6. Presentation by student's witnesses
7. Q&A of student by committee members
8. Final remarks and adjournment

All parents should call the Student Engagement Office after the Superintendent's hearing to receive the outcome.

If you have any questions or concerns, our phone number and location is listed at the end of this booklet. In addition, you can gather information off our website also listed at the end of this booklet.

Don't Panic!

Here at the Escambia County School District, we care about our students and want what is best for both them and their school. Sometimes, however, doing what is best for both parties involves a reassignment of a student. When that happens, it can be a bit overwhelming for everyone involved and may cause a lot of uncertainty; that's where Student Engagement Office steps in. Efforts are taken to properly assess every student and their needs in order to assign them to an appropriate setting that will provide the student the opportunities necessary to return to their school and achieve all of their behavioral and academic goals.

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