


Each student facing a disciplinary consequence must be provided “Due Process.”

- The student must be given a clear statement of his/her violation.
- The student must be given an opportunity to respond to the allegation(s).
- The student may give names of witnesses, tell his/her side of the story, produce evidence on his/her behalf, and question the evidence presented against him/her.
- Students and parents have the right to appeal the consequence given by the Student Support Coordinator to the Head of School.
- Students and parents may appeal the decision of the Head of School to the Board of Directors President.

Suspension

The primary purposes of suspension are to maintain the integrity of the educational process, to give students time to reflect on their school behavior, and to defuse potentially explosive situations. Student suspensions should take effect no more than two days from the time of the violation. Students suspended out of school may make up their work. Any suspension greater than (10) days in duration will require the approval of the Head of School or designee.

 If a student is going to be suspended, reasonable attempts to provide verbal notification to the parent shall be made prior to the suspension. In addition, written notice of the cause and duration of the suspension, as well as an explanation of their right to appeal, will be provided as soon as practical, but no later than 3 business days. In some cases, it may be requested that the student be picked up from school. If immediate removal of the student from school is necessary to protect the safety of individuals, property, or the integrity of the educational process, the police may be called.

Prior to returning to school from a suspension, the student and parent/guardian will meet with the Head of School and/or Student Support Coordinator to review expectations moving forward.

In the case of students with disabilities (as defined in the Individuals with Disabilities Education Act), all of the above procedures do apply with additional considerations as follows:

A suspension from school for more than ten (10) days, either consecutively or cumulatively, is considered a change of placement if the conduct is related to the student’s disability. Any time a disabled student is being considered for a suspension that would put him/her past (10) days, and any suspension thereafter, the parents will be contacted and an emergency Manifestation Determination meeting will be held. The parents will be asked to waive their rights to ten (10) days’ notice for the meeting. The student’s IEP Team or 504 Team will determine the relationship between the conduct and the student’s disability. This determination will be provided in writing to the parents. A notice of any IEP or 504 meeting to be convened, and a copy of the District’s system of procedural safeguards will also be provided to the parents.

Students who engage in behaviors leading to suspension will be subject to loss of school-wide privileges such as field trips, after school events, etc. Depending on the incident, even if a suspension is not part of the disciplinary action, a student may receive an immediate loss of privilege. For example, if a student is caught skipping class, he or she may lose all hall pass privileges immediately.

Discipline Procedures

Behavior that interferes with the normal operation of the school will be considered inappropriate and unnecessary, and will be dealt with accordingly. CCS believes that consequences should be logical, not