

GADSDEN COUNTY SCHOOL DISTRICT
Administrative Procedures

EXPULSION PROCEDURES

STUDENTS WITH EXCEPTIONALITIES

Administrative Procedures for Processing Students with Disabilities are needed in order to avoid confusion regarding the expulsion of students with exceptional learning disabilities. Without procedures codified in writing, confusing communication may result in students with disabilities unnecessary extended absences from school after an expellable offense. To avoid occurrences of excessive absences and provide coherent documentation of student discipline and placement, the following administrative procedures have been established for students with exceptionalities who have committed expellable offenses:

- 1) Once it has been determined that a student with exceptionalities have committed an expellable offence, the school administration should suspend the student pending an expulsion hearing.
- 2) During the expulsion hearing, details of the expellable offense should be discussed with the parent and student. It will be noted on the expulsion packet that the student has an IEP and that the case will be referred to the ESE Department for required review and recommendation.
- 3) Once the principal has signed off on the expulsion packet, the assistant principal for discipline will forward the expulsion packet to the administrative assistant for Support Services and the Director of Exceptional Learning for further processing.
- 4) The ESE Department will schedule the appropriate meetings to determine the following:
 - a) Manifestation Hearing - Was the student's behavior during the expellable offense a result of their exceptionality.
 - b) Change-of-Placement Meeting - Is a Change-of-Placement in the best interest of the student and others who may be affected by his/her behavior.
- 5) Once completed by the ESE Department, all documentation regarding the student who has committed the expellable offense must be submitted to the administrative assistant for Support Services for documentation and any further processing:
 - a) Submission to the Superintendent for further review and final decision regarding student placement.
 - b) Notification of school administrations and parents/guardians, regarding the placement of the student, once the Superintendent has made the final decision.