

OUTLINE OF THE HEARING BEFORE THE BOARD
Student #: _____ **Grade:** _____
Family/Representative Name(s): _____

Introduction

BOARD CHAIR:

Today we have convened for a hearing in the case of **student name**, a **student age** year-old student at **School**. **Student first name** has been charged with violating **Rule # number and title of the King George County Schools Code of Conduct**. The principal, _____ and superintendent, _____ have recommended that **student first name** be brought before this Board for a hearing to determine if **student first name** violated **Rule # rule number** and to assign any appropriate disciplinary action beyond the suspension already assigned by the school.

It is our understanding that **student first name** has chosen to stipulate that **he/she** did violate the rule as charged and wishes to proceed directly to the Dispositional Phase of this hearing, is this true?

During the dispositional phase, **principal name** and **student first name and his/her** family will have an opportunity to make an opening statement, present evidence, cross-examine evidence presented, and make a closing statement. Evidence offered by either party will be received into evidence by the Board and will be made part of the official record.

After each side has had the opportunity to make a closing statement, the school board shall excuse all participants from the room and enter into deliberation to determine if additional consequences are warranted.

Will **student first name** be represented by legal counsel or other representative?

The school will be represented by **Principal name**.

The following people are present: *(List persons at hearing)*:

This will be conducted as an informal hearing, and no strict rules of evidence will apply. The representatives of the parties may make objections to testimony or documentation as they see fit and the Board Chairman will consider such objections. The Board members may ask questions of the student, school representative, and any witnesses however questions may not be asked of the School Board.

Both phases of the hearing will be conducted in closed session. Upon returning to open session, the King George County School Board will vote on whether to approve the disciplinary action as discussed and documented in closed session.

I will now poll the Board to determine if each member can make a fair and impartial decision based only on the evidence presented at this hearing. *(Ask each member)*

IF Stipulating to the violations:

Student name, because you have indicated that you accept responsibility for violating **Rule #** of the KGCS Code of Conduct we will now proceed directly to the dispositional phase of this hearing.

Principal name, is **student name** identifiable as a student who receives services through special education?

(Dispositional Phase)

The purpose of this phase is for the board to consider evidence surrounding the violation and information about **student first name** so that a decision concerning any consequences may be reached. Each party will be permitted to make an opening statement, present evidence or witness testimony, cross-examine evidence or testimony presented, and make a closing statement. Once each side has had the opportunity to make a closing statement, the Board will deliberate and determine if **student first name's** behavior warrants disciplinary action beyond the suspension already assigned.

OPENING STATEMENT (School)

OPENING STATEMENT (Student and/or Representative)

EVIDENCE/TESTIMONY (School)

CROSS EXAMINATION (Student and/or Representative)

BOARD QUESTIONS

EVIDENCE/TESTIMONY (Student and/or Representative)

CROSS EXAMINATION (School)

BOARD QUESTIONS

CLOSING STATEMENT (School)

CLOSING STATEMENT (Student and/or Representative)

The Board will now deliberate and determine if **student first name's** behavior warrants additional disciplinary measures. The decision of the Board will be communicated directly to the student and his/her representatives in closed session. The decision will also be voted on in open session.

Disciplinary Hearing Greeting Form (delivered by mail and in person to the family/student prior to the hearing)

The purpose of this document is to explain the procedures used by the King George County School to conduct student hearings and to help you prepare preliminary information.

Hearing Procedures

The hearing is conducted in two phases: 1) The Adjudicatory Phase and 2) The Dispositional Phase. The Introductory Phase allows for all participants to be introduced and an overview to be provided by the person chairing the meeting. The purpose of The Adjudicatory Phase is to determine whether your student did or did not violate the rule(s) as charged. If the Board affirms a violation, or, if the student agrees or admits that he/she did violated the rule as charged, then the Dispositional Phase will be conducted. The Dispositional Phase helps the School Board determine if an appropriate consequence is warranted for your student.

Sometimes there is no contention that a student violated a rule as charged, however families and students want an opportunity to address the Board regarding the recommended consequence. If you agree with the school's position that your student did violate the rule(s) as charged, you have the right to waive The Adjudicatory Phase of the hearing and proceed directly to The Disposition Phase. If you choose to waive the Adjudicatory Phase, please sign below and bring the form to the hearing.

I agree that my student **student name**, did violate **Rule #** of the Student Code of Conduct as charged. Consequently I choose to waive Phase One (Adjudicatory Phase) and proceed directly to Phase Two (Dispositional Phase) of the hearing. I understand that the School Board will only hear statements, consider evidence, and hear testimony pertaining to disciplinary consequences during Phase Two of the hearing.

Parent, Family Member Signature

Date

Student Signature

Date

BOARD FORUM

Often Board members are willing to share their personal and professional testimony to students and families after the official hearing has concluded. The Board Forum is not part of the hearing record. It is offered as an opportunity for students and families to bring a more personal sense of closure to the circumstances with the School Board and/or members of the School Board.

If you choose to participate in the Board Forum, it will commence immediately after the phase two decision is communicated to you privately prior to returning to open session.

_____ Yes, we would like to participate in a Board Forum session

_____ No thank you, we would like to hear the decision only

Request for Permission to Attend a Closed Session Hearing (KGCS Policy BDC)

King George County School Board policy requires those seeking permission to attend a closed session disciplinary hearing to make their request known to the School Board Chair. Please complete the following if you would like to attend the closed session hearing:

As parent(s)/guardian(s) or representative(s) with interest in the matter of this hearing, we respectfully request permission to attend the closed-session of the _____ **date** _____ special meeting of the King George County School Board.

Date of meeting: **Date of Meeting**

Name _____

Signature _____

Relationship to student _____

Name _____

Signature _____

Relationship to student _____

Permission to attend affirmed: School Board Chair _____

King George County Schools
Student Disciplinary Hearing Process

Introductions

- The Chairman of the School Board will explain the hearing process
- All participants will introduce themselves
- The Chairman will explain the procedural ground rules
- The Chairman will ensure that procedural safeguards have been observed if the student receives services through special education.
- The hearing proceeds to Phase I or Phase II if the student/family stipulate to the alleged violation.

Phase I, Adjudicatory Phase

- The Chairman will ask the family and/or the student if they would like to admit that the student did violate the rule(s) as charged. Such an admission means that the student accepts responsibility for the violation, but would like the School Board to consider other testimony or evidence prior to imposing a disciplinary consequence.
- If the family and/or student believe the student has not violated the rule as charged, then the hearing begins with Phase I.
- The purpose of Phase I is solely to determine whether the student violated the rule as charged.
- Phase I will allow each side, the school and the student, an opportunity to make an opening statement, enter evidence and/or testimony, and ask questions about any evidence presented by the other side.
- After both sides have had an opportunity to make a closing statement, the School Board will deliberate and deliver a decision about whether or not they believe the student violated the rule as charged.

Phase II, Dispositional Phase

- The purpose of Phase II is solely to determine the consequence to be assigned.
- Phase II is conducted in the same manner as Phase I; each side is given an opportunity to make an opening statement, enter evidence and/or testimony, and ask questions about any evidence presented by the other side.
- After both sides have had an opportunity to make a closing statement, the School Board will deliberate and deliver a decision about the disciplinary consequence to be imposed on the student.
- The decision will be communicated to the family and/or student in closed session and then voted on (referred to by number) in open session of the School Board with no mention of the students name or the specific punishment.