

RECORDS OF STUDENT DISCIPLINARY ACTIONS AND PROCEDURES

A log of disciplinary actions will be kept on file in each building principal's office. The log will contain a listing of any formal or informal hearing related to disciplinary actions by the board of education, the superintendent of schools, school principals, or other designees of the superintendent.

Entries should include, but are not limited to, the school attended, the nature of the offense(s), the form of notice given to the student, the names of the hearing authorities, whether or not the hearing preceded removal from school, explanations of necessity for removal from school prior to hearing and the time elapsed, a description of the testimony offered, the findings, and the disposition of the case.

The types of disciplinary actions for which entries should be made include but are not limited to suspension reported by number of school days referral to special classes or schools for behavioral modifications, and transfer to another class or school.

An accounting of student withdrawals from school (dropouts), containing an entry for each student who withdrawals, the school attended, the ethnic designation and sex of the student, and the reason for withdrawal will be maintained and made available to the State Department of Education.