

**TERRELL COUNTY BOARD POLICY**  
**Student Tribunal Hearings**

**Descriptive Code: JDEB**  
**Date: 3/12/2012**  
**Rescinds Code: JQG**  
**Date Issued: 2/8/1988**

Hearings concerning student discipline that are brought before the Tribunal or appealed to the Board of Education shall be taped and kept on file in the Superintendent's office.

**I. Procedural Rights**

1. Hearing must be scheduled within ten days of suspension date.
2. A written statement of charge must be given to student and parent or guardian prior to the hearing.
3. Names of witnesses and written report as to facts each is to testify to.
4. Must be notified in writing of the right to have counsel present at the hearing.
5. Must be notified in writing of the right to have own witnesses present at the hearing.
6. Secure a written statement from each witness.
7. Specific guidelines are followed during Tribunal Hearing (See Student Discipline Hearing Policy Disciplinary Tribunals Procedural guidelines)

**II. Hearing Procedure.**

1. When principal is ready to recommend a student, paper work is sent to the superintendent.
2. Letter of notification of the hearing is mailed to parents.
3. The Tribunal is scheduled within 10 (ten) days.
4. Tribunal meetings consist of the recommending principal (he is not allowed to vote – he presents the case) teachers, principals or assistant principals, the student parents, and the alternative school teacher.
5. The meeting is recorded.
6. Principal presents the case.
7. Student/parents answer charges.
8. Everyone leaves the room except the Tribunal members.
9. Decision is made to recommend one of the following:
  - Placement in alternative school
  - Expulsion
  - Suspension
  - Other option they may choose
10. Parents and student are informed of decision at this time.
11. After Tribunal hearing, if student is sent to alternative school:
  - Meeting is set up between teacher, student and parent
  - Parent and student visit program site
  - Parent and student sign contracts of responsibilities

12. When it is determined that student is ready to return to the home school, the student is required to go before the Tribunal and personally respond to being ready to accept responsibility for his behavior and work before returning to the home school.

### **III. Administrative Procedure Following Hearing**

1. Parents and student are informed of decision at time of hearing.  
Official letter is mailed to parents/guardians informing them of Tribunal action
2. Appeals may be made to the Terrell County Board of Education. The board will review the record of the Tribunal Hearing. If the Board finds the facts to be different than those found by the Tribunal, the board may change the punishment. The decision of the Board of Education shall be final.