
ADMINISTRATIVE REGULATION

ADMINISTRATIVE REGULATION 5430 ADMINISTRATIVE REVIEW COMMITTEE RULES

The District Administrative Review Committee shall include the Executive Director of Special Projects, the Executive Director of K-8 Instruction, the Executive Director of 9-12 Instruction, and two instructional administrators appointed annually by the Superintendent of Schools. The District's legal counsel will serve as advisor to the Committee in all deliberations.

This Committee shall observe the following procedures:

1. The principal/designee shall refer to the Administrative Review Committee any student who persistently disrupts classes, disobeys school rules and/or District policies, or who engages in conduct which endangers the property, health, and safety of others, while at school or under the supervision of a school authority or while not under the supervision of a school authority.
2. Prior to the review with the Administrative Review Committee, the following procedural steps must be completed by the principal/designee:
 - a. The principal/designee shall give prompt notice (telephone) to the Executive Director of Special Projects citing the present charges against the student. The Executive Director of Special Project will give the principal a date and time for reviewing the case if satisfied that the particulars of the case warrant a review with the Committee.
 - b. The student and the parent/guardian shall be told of the reasons for referring the case to the Committee.
3. When a principal refers a student to the Administrative Review Committee with the recommendation for expulsion, and the Committee finds that the referral is appropriate, fair and just, the student shall be proceeded against as stated in state law. State law requires that an expulsion proceeding must be conducted in accordance with established time periods and fundamental procedural protections that are required by the due process clause of the Fourteenth Amendment. All pertinent information will be assembled and reviewed by the principal prior to the presentation at the Administrative Review.
4. In any case of expulsion, the Committee must first be satisfied that the interest of the school demands the student's expulsion. When the Committee recommends a hearing with the Board-designated expulsion hearing officer(s), the District's legal counsel shall proceed in accordance with the procedural steps contained in current state law to arrange an adjudicatory proceeding before the expulsion hearing officer(s) to act on the recommendation of the Superintendent of Schools and the Administrative Review Committee.
 - a. When the Review Committee makes its decision to recommend an expulsion hearing for a student with a disability, the recommendation will be held in abeyance until an Individual Education Plan (IEP) Committee determines the relationship of the student's behavior to the handicapping condition. If the unacceptable behavior is not related to the disability, the Committee will proceed. If the behavior is related to a disability, the IEP Committee will consider appropriate program modifications.
 - b. When the Review Committee makes its decision to recommend a hearing for a student who is undergoing evaluations by members of a multidisciplinary team, the recommendation should be held in abeyance until completion of the evaluation.

5. When the Committee makes its decision to recommend a hearing with the expulsion hearing officer(s), written notice of such action shall be sent to the student and parent/ guardian.
6. When the Committee finds that the presented facts do not warrant the Committee's recommendation for a hearing with the expulsion hearing officer(s), the Committee will then decide on educational alternatives so that the referred student can continue with his/her education. Educational alternatives may include any of the following:
 1. Referral to a District IEP team for a suspected disability
 - b. Modification of classroom schedule (example: mornings only)
 - c. Transfer to another school
 - d. Referral for counseling by school personnel or outside agency.
7. Alcohol/controlled substances-related reviews will be conducted in accordance with Board Policies and rules governing student alcohol and other drug use.