STUDENTS

Discipline of Summer School Students

The following procedure will be followed when dealing with serious disciplinary incidents that occur during summer school programs:

I. Centralized summer school programs

The summer school principal shall immediately contact the Director of the Office of Student Management and Alternative Programs (OSMAP). The Director of OSMAP shall contact the Associate Superintendent for Student Learning and Accountability, the host school principal, and the sending school principal informing them of the incident. Additionally, if the offense violates the Acceptable Use and Internet Safety Policy of Prince William County Public Schools (PWCS) as delineated in Regulation 295-1, “Computer Systems and Network Services – PWCS Responsible Use and Internet Safety Policy,” the Director of OSMAP shall contact the Associate Superintendent for Communications and Technology Services.

II. Site-based summer school programs

The site-based summer school principal shall immediately contact the appropriate level associate superintendent, the host school principal, and the sending school principal informing them of the incident. Additionally, if the offense violates the Responsible Use and Internet Safety Policy of PWCS as delineated in Regulation 295-1, “Computer Systems and Network Services – PWCS Responsible Use and Internet Safety Policy,” the level associate superintendent shall contact the Associate Superintendent for Communications and Technology Services.

III. Centralized and site-based summer school programs

A. The summer school principal and designated personnel (i.e., security) at the summer school site shall complete the student information system incident report and any supporting documentation.

B. The summer school principal shall contact the base school principal and forward a copy of the student information system incident report with all referrals/supporting documentation and summer school grade reports to the base school. If the student is a rising ninth-grader, the information shall be given to the sending middle school.

C. If further disciplinary action is being considered as delineated in Regulation 745-1, “Long-Term Suspension or Expulsion of Students,” the base school principal shall hold the informal conference as the staff of the base school is most familiar with the student. The appropriate personnel from the summer school program shall also attend the informal conference.
D. Base school staff and a representative from the summer school administrative staff shall attend both the OSMAP hearing and any appeal hearings before the School Board Disciplinary Committee.

E. All further disciplinary procedures shall be followed in accordance with Regulation 744-1, “Short-Term Suspension of Students”; Regulation 745-1, “Long-Term Suspension or Expulsion of Students”; Regulation 747-1, “Office of Student Management and Alternative Programs (OSMAP)”; and Regulation 745-6, “Long-Term Suspension and Expulsion Appeals.”

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.