STUDENTS

Readmissions and Exclusions/Admissions

The rules governing the readmission and exclusion of students from Prince William County Public Schools (PWCS) are set forth in this regulation and are summarized in the PWCS “Code of Behavior.”

For purposes of this regulation, the term “school day” means any day that school is in session for instructional purposes, and the term “business day” means any day that the Office of Student Management and Alternative Programs (OSMAP) is open. Where this regulation calls for a request to be made in writing or a paper to be filed with any agent, employee, or department of the School Division by a specific day, such writing or paper must be transmitted to such agent, employee, or department prior to 4 p.m. on said school or business day.

I. Readmissions (Student has been expelled from PWCS)

A student who has been expelled from PWCS may submit a written request for readmission to OSMAP within the time period established by OSMAP or the School Board at the time of expulsion. However, PWCS has the authority to deny a written request for readmission if the student has failed to meet one or more of the conditions imposed by the School Board at the time of expulsion; if the student is a threat or potential threat to the safety and security of students, staff, or school property; or if the student fails to demonstrate the ability to comply with School Board policies and regulations or the PWCS “Code of Behavior.” The following procedures will be followed for readmission:

A. The student, through the parent(s)/legal guardian(s), or an adult student shall submit a written request for readmission to OSMAP. This request shall include the reason the student is requesting readmission and a brief summary of the student’s activities since the time of expulsion. If any conditions were imposed/recommended or agreed upon at the time of expulsion, the student shall provide official documentation describing the student’s compliance with those conditions at the time of the request for readmission. A current address and telephone number for the student and parent(s)/legal guardian(s) must be included with the written request for readmission. Official documentation may include, but is not limited to, the following:

1. Evidence of successful court probation and progress in any court-ordered program;

2. Evidence of therapy or counseling accompanied by a recommendation for readmission from the student’s therapist or counselor;

3. Letters of reference from employer(s), teacher(s), counselor(s), etc.;
4. Evidence of successful employment and/or participation in community service organizations or programs;

5. Evidence of successful school experiences since the time of expulsion;

6. The results of all drug screening tests recommended/required by the School Board as a condition for readmission;

7. The results of any threat assessment administered by PWCS will be provided to OSMAP through the Office of Student Services; and

8. Other relevant materials provided, or as requested by OSMAP.

B. Release forms shall be signed by the parent(s)/legal guardian(s) to enable school officials to confer with recommended references or professional evaluators, as deemed necessary by school officials. However, the student and parent(s)/legal guardian(s) are responsible for ensuring that OSMAP receives all requested information/documentation in a timely manner. OSMAP shall not process the request for readmission until all requested information/documentation has been received.

C. The OSMAP hearing officer shall review the request and supporting documentation for readmission and shall confer with the principal of the school to which the student is seeking readmission.

D. If, after reviewing the documentation, the decision is to readmit the student, the student and parent(s)/legal guardian(s) shall be provided with written notice of the placement. For those expulsion cases whereby the School Board has allowed the student to apply for readmission effective less than 365 days, the student shall not be readmitted until final approval is granted by the School Board.

E. If, after reviewing documentation, the decision is not to readmit the student, the student and parent(s)/legal guardian(s) shall be provided with written notice that the student may be denied readmission and the reasons for such. The notice shall also inform the student and parent(s)/legal guardian(s) of the opportunity to participate in a readmission hearing to be conducted by an OSMAP hearing officer and of the date, time, and location of the readmission hearing. If the student and parent(s)/legal guardian(s) choose not to attend the OSMAP readmission hearing, a decision shall be rendered based on that documentation submitted in support of the request for readmission. Those students expelled by the School Board that have been given permission to apply for readmission early shall participate in an OSMAP hearing.
1. An OSMAP hearing officer shall conduct a hearing with the school representative, the student, and the parent(s)/legal guardian(s) on the request for readmission. The student’s compliance with any conditions imposed or recommended at the time of expulsion shall be discussed during the readmission hearing, as well as those factors set forth at §22.1-277.06 of the Virginia Code. The student’s acceptance of responsibility for the previous infraction(s) shall also be considered along with the student’s demeanor and attitude during the readmission hearing.

2. If, following the readmission hearing, a determination is made that readmission be approved, the student and parent(s)/legal guardian(s) shall be notified by OSMAP of the student’s placement.

3. If, following the readmission hearing, a determination is made that readmission will be denied, the student and parent(s)/legal guardian(s) shall be provided with written notice of the decision by certified and regular mail including the reasons therefore and the subsequent date upon which such student may reapply for readmission. This notification will further advise them that the decision is final, unless altered by the School Board upon review of the denial by the filing of a written appeal with OSMAP. Such appeal shall be received by OSMAP within 10 calendar days of issuance of the readmission decision letter. If no appeal is filed, the decision regarding readmission shall be final.

4. For those cases that are appealed, the School Board shall conduct a review of the record in closed session and vote on the readmission decision in open session. Only those documents submitted to OSMAP for consideration for readmission shall be considered by the School Board. No additional documents, other than the letter of appeal, shall be submitted for consideration. The student and parent(s)/legal guardian(s) shall be notified in writing of the School Board’s decision.

F. If the School Board upholds the denial for readmission, the student and parent(s)/legal guardian(s) will be advised of the reason(s) therefore, the date the student is eligible to reapply for readmission, and any conditions of such readmission.

II. Exclusion/Admission of Non-PWCS Students

A student who has been expelled or suspended for more than 30 days by another school board or a private school, either in Virginia or another state, or for whom admission has been withdrawn from any school where the student has been previously enrolled, may be
excluded from PWCS. Students expelled or long-term suspended from previous schools will not be considered for admission until such time as they have served the term of the expulsion or long-term suspension as originally imposed. The School Board has the authority to exclude from PWCS any such student upon a finding that the student presents a danger to other students or staff of the School Division. The procedure for consideration for admission of such student is as follows:

A. The student, through the parent(s)/legal guardian(s), or an adult student must submit to OSMAP a written request for admission. This request shall include the reason the student is requesting admission and a brief summary of the student’s activities since the time of expulsion, long-term suspension, or withdrawal for disciplinary reasons. If the previous school imposed any conditions upon the student’s readmission, the student must provide official documentation from the previous school describing the student’s compliance with those conditions. A current address and telephone number for the student and parent(s)/legal guardian(s) must be included with the written request for admission. Official documentation may include, but is not limited to, the following:

1. Evidence of successful court probation and progress in any court-ordered program;

2. Evidence of therapy or counseling accompanied by a recommendation for admission from the student’s therapist or counselor;

3. Letters of reference from employer(s), teacher(s), counselor(s), etc.;

4. Evidence of successful employment and/or participation in community service organizations or programs;

5. Evidence of successful school experiences since the time of expulsion;

6. A recent drug screening test for all substance abuse expulsions is recommended, if ordered by the previous school, as well as the results of all drug screening tests that are a condition for readmission;

7. The results of any threat assessment required by any school or PWCS shall be provided to OSMAP through the Office of Student Services; and
8. Other relevant materials provided, or as requested by OSMAP.

B. Release forms must be signed by the parent(s)/legal guardian(s) to enable school officials to confer with recommended references or professional evaluators, as deemed necessary by school officials. However, the student and parent(s)/legal guardian(s) are responsible for ensuring that OSMAP receives all requested information/documentation in a timely manner. OSMAP will not complete the process for the request for admission until all requested information/documentation has been received.

C. The OSMAP hearing officer, as designee of the Superintendent, shall review the request and supporting documentation for admission and shall confer with the principal of the school to which the student is seeking admission.

D. If, after reviewing documentation, the decision is to admit the student, the student and parent(s)/legal guardian(s) shall be provided with written notice of the placement and any conditions for admission. Students enrolled in a non-traditional education program in the previous school division shall be placed in a non-traditional education program in PWCS. Such placement is not subject to appeal.

E. If, after reviewing documentation, the decision is to exclude the student, the student and parent(s)/legal guardian(s) shall be provided with written notice that the student may be subject to exclusion and the reasons for such. The notice shall also inform the student and parent(s)/legal guardian(s) of the opportunity to participate in an admission hearing to be conducted by an OSMAP hearing officer, as the designee of the Superintendent, and of the date, time, and location of the admission hearing. If the parent(s)/legal guardian(s) and student choose not to attend the OSMAP admission hearing, a decision shall be rendered based on documentation.

1. An OSMAP hearing officer shall conduct a hearing with the school representative, the student, and the parent(s)/legal guardian(s) on the request for admission. The student’s compliance with any conditions imposed by the expelling school upon the student’s readmission will be discussed at the admission hearing, as well as those factors set forth at § 22.1-277.06 of the Virginia Code. The student’s acceptance of responsibility for the previous infraction(s) will also be considered along with the student’s demeanor and attitude during the admission hearing.
2. If, following the admission hearing, a determination is made that admission be approved, the student and parent(s)/legal guardian(s) shall be notified by OSMAP of the student’s placement and any conditions for admission. Students enrolled in a non-traditional education program in the previous school division shall be placed in a non-traditional education program in PWCS. Such placement is not subject to appeal.

3. If, following the admission hearing, the decision is to exclude the student from school attendance in PWCS, the parent(s)/legal guardian(s) and student shall be provided with written notice of the decision by certified and regular mail, including the reasons therefore, and the subsequent date upon which such student may reapply for admission. This notification shall further advise that the decision is final, unless altered by the School Board upon the filing of a written appeal with OSMAP. Such appeal shall be received by OSMAP within 10 calendar days of issuance of the decision letter. In the absence of an appeal, the decision regarding admission is final.

4. For those cases that are appealed, the School Board shall meet in closed session to conduct a review of the documentation considered in the OSMAP admission hearing and the parent’s letter of appeal and shall then vote on the exclusion recommendation in open session. The student and parent(s)/legal guardian(s) shall be notified in writing of the School Board’s decision. The School Board may permit an excluded student to attend a non-traditional education program provided by the School Board for the term of such exclusion.

5. If the appeal for admission is rejected, the School Board shall identify the term of the continuing exclusion period and the subsequent date upon which the student may reapply for admission.

F. A student who has been suspended for more than 30 days by the previous school may not be excluded beyond the term of the original suspension.

G. In cases where the student has not been subject to an expulsion, suspension, or exclusion by a previous school, but other circumstances merit a preliminary review of the student’s eligibility for admission, the Supervisor of Student Management, after consultation with the appropriate school principal, shall determine placement of such students to PWCS.
If any part, section, subsection, sentence, clause, or phrase of this regulation is for any reason declared to be unconstitutional or invalid, or otherwise in violation of law, that declaration will not affect the validity of any other portion of this regulation, it being the express intent of the School Board that each provision stand independently and that severability be enforced to the maximum extent permitted by law.

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

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2020.