

ADOPTED JANUARY 29, 2002

Descriptor Term:  
RESPONSIBILITY OF SCHOOL ADMINISTRATOR

Descriptor Code:  
4.3602

Legal Reference: G.S. 115C-288, -390, 391

Cross References:

It will be the responsibility of the administrator to investigate fully the cases of students appropriately referred to his or her office for misbehavior; to offer an opportunity to the student to be heard on the matter; and to determine if a violation of policy has occurred and what, if any, disciplinary action is warranted. If a violation of policy has occurred, parental or guardian notification is required on the first as well as subsequent offenses. In offenses involving out of school suspensions, the administration will make personal contact with the parents or guardians of the student. Documentation relevant to parental or guardian notification will be maintained by the principal and submitted to the superintendent's office. The school administrator also is responsible for making reports when he or she believes a student may have violated criminal laws in accordance with board policy 4.3603, Investigations.

A student suspended during the school day cannot be released until parents are notified and transportation arranged unless the administrator, in cooperation with law enforcement, determines that it is necessary to have the student leave the premises immediately in order to restore or maintain order or to protect school property or people.