The purpose of these administrative procedures is to provide a means to address violations of the Standards of Conduct set forth in Board Policy 5500 (BP 5500).

These administrative procedures will include a prompt, fair, and impartial process from the initial investigation to the final result, and are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies. These procedures will be used in a fair and equitable manner, and not for purposes of retaliation. These procedures are not considered a legal proceeding. Therefore, students do not have a right to counsel during a student disciplinary hearing.

I. DEFINITIONS

**Discipline Officer:** The Dean of Students or such other official so designated by the Superintendent/President.

**Hearing Authority:** The Vice President of Student Services or such other official so designated by the Superintendent/President and with responsibility for the first appeal level.

**District:** The Shasta-Tehama-Trinity Joint Community College District.

**School Day:** Any day during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

**Receipt of Notice:** A mailed notice is presumed received three (3) calendar days after mailing or earlier if verified by a U.S. Postal Service return receipt signed by the student/individual for whom the notice is intended. A personally delivered notice is presumed received on the date indicated on the delivery acknowledgement signed by the student/individual for whom the notice is intended.

**Student:** Any person enrolled in any program at the District, either full-time or part-time. Persons who withdraw after allegedly violating the Standards of Conduct are considered “students” for the purposes of these procedures. The Standards of Conduct apply to all locations and activities of the District, including online courses and District-sponsored events.

**Instructor:** Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.

**Educational Administrator:** Any administrator who provides leadership and direction for the operations of the District whose responsibilities include supervision of managers, staff or instructors and the management of the institutional relations among students, faculty and staff.

**Expulsion:** Permanent separation of the student by the Board of Trustees from all courses and activities offered by the District.
Student Discipline

Good Cause: Any offense defined by Education Code section 76033 and such other causes as set forth in the Standards of Conduct.

Removal from Class: Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Reprimand (Written or Verbal): An admonition to the student to cease and desist from conduct determined to violate the Standards of Conduct.

Immediate Interim Suspension (Education Code Section 66017): The immediate suspension of a student when the Discipline Officer or any educational administrator concludes that immediate suspension is required to protect students or others from injury, to protect property, or to ensure the maintenance of order at the District provided that a reasonable opportunity for a hearing be afforded the suspended student within ten (10) school days.

Short-Term Suspension: Exclusion of the student for good cause from one or more classes, school activities, and/or all District facilities for a period of up to and including ten (10) school days.

Long-Term Suspension: Exclusion of the student for good cause from one or more classes, school activities and/or all District facilities for more than ten (10) school days.

Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the Discipline Officer or other officials so designated by the Superintendent/President for any person to remain on campus in accordance with California Penal Code Sections 626.2 and 626.4 where the Discipline Officer has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Reinstatement: In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If the Discipline Officer determines that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension, they may submit a written appeal in accordance with Section VII and VIII of these procedures.

II. EXPECTED STUDENT CONDUCT

The Standards of Conduct are set forth in BP 5500 and apply to conduct that relates to District activity or District attendance, including conduct that occurs while at District campuses or facilities, or at District-sponsored activities, including before classes begin, after classes end, during the academic year, and during periods between terms of actual enrollment and conduct described in section VI of these procedures. The Standards of Conduct shall apply even if the student withdraws from school while a disciplinary matter is pending.
III. SANCTIONS

One or more of the following sanctions may be imposed upon any student found to be in violation of the Standards of Conduct:

1. **Warning**: Verbal notice to the student by the Discipline Officer that the student is violating or has violated the District’s Standards of Conduct and that a continuation of the specified conduct by the student may lead to further disciplinary action. The warning will be documented by the Discipline Officer and may become part of the student’s record.

2. **Reprimand**: A written or verbal admonition to the student by the Discipline Officer to cease and desist from conduct determined to violate the Standards of Conduct. A record that a reprimand has been given shall be documented and may become part of a student’s record.

3. **Disciplinary Probation**: A written reprimand by the Discipline Officer for violation of a specific provision of the Standards of Conduct that invokes probation for a designated period of time, which includes the possibility of more severe disciplinary sanctions should the student violate any of the Standards of Conduct during the probationary period.

4. **Restitution**: Reimbursement by the student for damage(s), injury or misappropriation of District property or to instructional materials/equipment caused by the students’ misconduct. Restitution/reimbursement may be one or more of the following: appropriate service, monetary or material replacement. Pursuant to Title 5 of the California Code of Regulations, Section 59410, students who fail to provide the required restitution will have their grades, transcripts, diplomas, and registration privileges withheld until the financial obligation to the District is satisfied. The Discipline Officer shall provide the student with an opportunity to be heard prior to the imposition of a restitution order.

5. **Removal from Class or Instruction-Related Activity**: Any instructor may order a student removed from his or her class or instructional activity for the day of the removal and the next class or activity meeting. The instructor shall immediately report the removal to the Discipline Officer. The Discipline Officer will arrange for a meeting with the student regarding the removal. The student shall not be allowed to return to the class or instructional activity during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Discipline Officer from further disciplinary sanctions in accordance with these procedures, and based on the facts which led to the removal. If the student removed is a minor, the Discipline Officer shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent/guardian so requests, the Discipline Officer shall attend the conference.

6. **Loss of Privileges**: Denial of privileges that may involve restrictions on class attendance for a designated period of time.
7. **Residence Halls Suspension**: Separation of the student from the Residence Halls for a definite period of time for violation of the Student Residential Housing Agreement or Standards of Conduct after which the student is eligible to return. Conditions for readmission to the Residence Halls may be specified.

8. **Residence Halls Contract Revocation**: Permanent separation of the student from the Residence Halls for continued or serious violations of the Student Residential Housing Agreement or Standards of Conduct without possibility of readmission, which may also include revoking the privilege to be in or near the Residence Halls for any reason.

9. **District Suspension**: Subject to notice and appeal hearing requirements, separation of the student for good cause from all classes, school activities and/or all District campuses for a definite period of time after which the student may be eligible to return. In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If the Discipline Officer determines that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension, they may submit a written appeal in accordance with Section VII and VIII of these procedures.

10. **District Expulsion**: Permanent separation of the student by action of the Board of Trustees from all courses and activities offered by the District.

11. **Revocation of Degree or Certificate**: A degree or certificate awarded by the District may be revoked for fraud, misrepresentation, or other violation of District standards in obtaining the degree or certificate. Such a revocation shall be by action of the Board of Trustees.

12. **Withholding of Degree or Certificate**: The District may withhold awarding a degree or certificate otherwise earned until the completion of the process set forth in these procedures, including the completion of all sanctions imposed, if accusations of misconduct affect the student’s entitlement to the degree or certificate. Withholding of a degree or certificate shall be by action of the Board of Trustees.

13. **Withdrawal of Consent to Remain on Campus**: The Discipline Officer or other officials so designated by the Superintendent/President may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn the Superintendent/President will be notified immediately. The person from whom consent has been withdrawn may submit a written appeal to the Discipline Officer. In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.
Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to attend a hearing, is subject to arrest (Penal Code sections 626.2 and 626.4).

14. **Discretionary Sanctions:** Work assignments, essays, service to the District, or other related discretionary assignments that are determined to be appropriate by the Discipline Officer to remedy a violation of the Standards of Conduct or that serve as an educational lesson in response to such a violation.

**IV. DISCIPLINE INVOLVING STUDENT GROUPS**

Sanctions upon student groups or organizations may be imposed as follows:

1. Those relevant sanctions listed in Section III of these procedures.
2. Loss of selected rights and privileges for a specified period of time.
3. Deactivation: Loss of all privileges, including District recognition, for a specified period of time.

Accusations that a student group or organization has collectively violated the Standards of Conduct, terms that govern the group or organization, or any conditions of District operations, shall be initially reviewed by the Discipline Officer who shall have authority to impose sanctions on the group or organization.

No sanctions shall be imposed until the Discipline Officer has provided the group or organization with a written statement of the accusations and given the group or organization an opportunity to respond.

**V. RECORDS OF DISCIPLINARY ACTION**

In accordance with Education Code section 76220, the District shall establish, maintain and destroy student records according to regulations adopted by the Board of Governors of the California Community Colleges. The Discipline Officer will create a record of disciplinary actions, along with relevant supporting documents and evidence. This record shall be maintained as a confidential student disciplinary record and may not be released without the permission of the student, except as permitted by law. The student shall have the right to inspect the record and to challenge the contents. Disciplinary records shall be retained in a manner consistent with state law.

In accordance with Education Code section 76234, whenever there is included in any student record, information concerning any disciplinary action taken by the District in connection with any alleged sexual assault or physical abuse or any conduct that threatens the health and safety of the alleged victim, the alleged victim of the sexual assault or physical abuse shall be informed within three (3) days of the results of any disciplinary action by the District and the results of any appeal.
Student Discipline

In accordance with the Jeanne Clery Act, the District will disclose the results of any disciplinary proceeding conducted by the District against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to:

- The alleged victim; or
- The alleged victim’s next of kin, if the victim is deceased.

VI. DISCIPLINARY ACTION INVOLVING VIOLENCE, STALKING AND SEX CRIMES

Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking will follow a similar process as outlined in AP 5520. All proceedings will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The accused and the accuser will both be afforded the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The accused and accuser will be notified simultaneously, in writing, of the result of any institutional disciplinary proceeding, the institution’s procedures for the accused and the victim to appeal the result, any changes to the result, and when the results become final.

VII. DISCIPLINE OFFICER’S PROCEDURES

The following procedures shall be followed before any sanctions are imposed except in the event that an emergency/interim suspension is required as set forth herein.

A. Administration. The Discipline Officer shall administer these procedures and take appropriate action, subject to the approval of the District Superintendent/President and the Governing Board if required herein or otherwise by law.

B. Reporting of conduct. Alleged student misconduct shall be reported to the Discipline Officer.

C. Investigation. Upon receiving a report of alleged student misconduct, the Discipline Officer shall initiate an investigation.

D. Notice. The Discipline Officer shall give the student written notice of the potential Student Code of Conduct violation(s), and shall offer the student an opportunity to attend a meeting. The notice will be sent via personal delivery or certified mail to the student’s last known address. The student will be given five (5) school days to respond to the notice. If the student is a minor, the Discipline Officer shall also notify the parent or guardian of the investigation and potential Student Code of Conduct violation(s).

E. Opportunity to be Heard. The student must contact the Discipline Officer within five (5) school days (as stated above) to schedule a meeting. At the scheduled meeting, the student may present a rebuttal to the accusation or otherwise offer relevant comment on the reported violation(s). If the student fails to arrange such a meeting (or fails to appear for a meeting the student arranged), the decision of the Discipline Officer shall be made without input from the student.
F. **Determination after Meeting.** The Discipline Officer shall decide whether or not to proceed with sanction(s) after hearing the student's explanation and considering all of the information. The Discipline Officer shall send the student a written notice of the determination within three (3) school days after the meeting via personal delivery or certified mail to the student's last known address.

G. **Short-Term Suspension Notification.** The Discipline Officer shall send the student a written notice of determination within three (3) school days after the meeting described in subsection (E). The notice shall inform the student of the decision and the length of the suspension, if any. The notice shall also inform the student that the decision is final. The notice shall be hand delivered or sent via certified mail to the student’s last known address.

H. **Long-Term Suspension, Recommendation for Expulsion, Recommendation to Revoke or Withhold a Degree or Certificate, and/or Withdrawal of Consent to Remain on Campus Notification.** The Discipline Officer shall send the student a written notice of determination within five (5) school days after the meeting described in subsection(s) E and F. The notice shall be hand delivered or sent via certified mail to the student’s last known address. The notification shall include:

1. A statement of the charges, the reason for the recommended sanctions, and a description of facts related to the misconduct, including the evidence against the student, the date of the incident(s), time of the incident(s), and location of the offense(s);

2. A copy of the Standards of Conduct;

3. An explanation that the student for whom sanctions have been recommended is entitled to appeal the decision and has a right to an appeal hearing. The notification shall also state that a request for an appeal hearing must be filed within five (5) school days of the receipt of the notification. The written request for an appeal hearing must be received by the Hearing Authority within five (5) school days and must cite the specific ground(s) for the appeal as described in section VIII.A. of these procedures and provide information which substantiates the ground(s) on which the appeal is being made. The failure to request an appeal hearing shall constitute a waiver of the right to an appeal hearing; and

4. A statement that the student has the right to be accompanied at an appeal hearing by a willing on-campus advisor of his or her choice. If the student decides to be accompanied by an advisor, the name and address of that advisor shall be submitted to the Hearing Authority at the time the appeal is filed.

I. **Notice to the District’s Hearing Authority.** The Discipline Officer shall report all long-term suspensions, recommendations of expulsion, recommendations to revoke or withhold a degree or certificate, and withdrawals of consent to remain on campus to the District’s Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President) and the Superintendent/President within five (5) school days of determination.
Student Discipline

J. **Reinstatement.** In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If it is determined that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension they may submit a written appeal in accordance with Section VII and VIII of these procedures.

K. In cases **not** resulting in long-term suspension, expulsion, or revoking or withholding a degree or certificate, the decision of the Discipline Officer shall be final.

**VIII. HEARING AUTHORITY’S APPEAL PROCEDURES**

A. Sanctions of long-term suspensions, expulsions, and/or revoking or withholding a degree or certificate imposed by the Discipline Officer may be appealed, by the student charged, to the Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President). The request for an appeal must be in writing, must cite the specific ground(s) for the appeal, and must provide information which substantiates the ground(s) on which the appeal is being made. The request must be received by the Hearing Authority within five (5) school days of the student’s receipt of notification of the right to appeal.

**Grounds for appeal.** A student may appeal the decision of the Discipline Officer on the grounds that:

i. fair consideration was not provided to the student (i.e., there is evidence that some aspect of the meeting with the Discipline Officer was prejudicial, arbitrary, or capricious); or

ii. new and significant information, not reasonably available at the time of the initial meeting, has become available; or

iii. the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal hearing.

B. Upon receipt from the student of a request to appeal within the time stated above, the Hearing Authority will review the grounds for an appeal, the facts of the Discipline Officer’s findings, and the imposed and/or recommended sanctions. Sanctions imposed and/or recommended by the Discipline Officer **may** or **may not** be suspended until such time as the appeal hearing is held.

C. If after the review, the Hearing Authority determines that an appeal is warranted, then the appeal hearing will be conducted with the student within ten (10) school days of receipt of the request to appeal.
D. If after the review, the Hearing Authority determines that an appeal is not warranted in the case of a long-term suspension, the sanctions imposed by the Discipline Officer shall be upheld, and the decision shall be final. The Hearing Authority’s determination shall be sent via certified or registered mail to the student’s last known address.

E. Additional parties and/or witnesses to the violation(s) may be requested by the Hearing Authority to meet with him or her.

F. The Hearing Authority may uphold, modify or reject any or all disciplinary sanctions imposed and/or recommended by the Discipline Officer. If the Hearing Authority modifies or rejects any or all sanctions imposed and/or recommended, the Hearing Authority shall prepare a new written decision which contains specific factual findings and conclusions. The Hearing Authority’s decision to uphold, modify or reject the recommended or imposed sanctions shall be sent via certified or registered mail to the student’s last known address.

G. If the student fails to attend the appeal hearing without prior notice of cancellation, or without rescheduling another hearing, the Hearing Authority may uphold, modify, or reject the disciplinary sanctions imposed and/or recommended by the Discipline Officer without input from the student. Sanctions imposed by the Hearing Authority could result in suspension, the recommendation of expulsion and/or revoking or withholding a degree or certificate. In the case of long-term suspension, the Hearing Authority’s decision shall be final.

H. The Hearing Authority shall report all long-term suspensions, recommendations of expulsion, and recommendations to revoke or withhold a degree or certificate for which the Hearing Authority granted and conducted an appeal hearing, to the Superintendent/President within five (5) school days of the hearing. If no hearing is held, the Discipline Officer will make the report.

IX. EMERGENCY INTERIM SUSPENSION

A. The Discipline Officer or any educational administrator may impose an emergency/summary suspension if deemed warranted. It is an extraordinary measure and shall be utilized only when necessary to protect individuals from injury or death, or damage to property, or to ensure the maintenance of order pending an opportunity for the student to be heard.

B. A meeting shall be provided to the student within five (5) school days of an emergency/summary suspension (Education Code section 66017). The procedures set forth in sections VII and VIII shall apply to the meeting and any appeal hearing.

C. An emergency/summary suspension shall be reported immediately to the Superintendent/President and to the Board of Trustees at its next regular meeting after such suspension has been imposed.
X. SUPERINTENDENT/PRESIDENT

In cases where a sanction of a long-term suspension or withdrawal of consent to remain on campus is imposed, or expulsion and/or revoking or withholding a degree or certificate is recommended, the following shall apply:

A. Long-Term Suspension: If the Hearing Authority grants and conducts an appeal hearing, the student/individual may appeal the imposed sanction of long-term suspension by the Hearing Authority to the Superintendent/President. The written request for an appeal must be received by the Superintendent/President within five (5) school days of receipt of notification of right to appeal. The written request for an appeal must cite the specific ground(s) for the appeal (listed below), and provide information which substantiates the ground(s) on which the appeal is being made. The failure to request an appeal within the five (5) school days shall constitute a waiver of the right to an appeal.

Grounds for appeal. A student may appeal the decision of the Hearing Authority on the grounds that:

i. fair consideration was not provided to the student (i.e., there is evidence that some aspect of the Hearing Authority’s meeting was prejudicial, arbitrary, or capricious); or

ii. new and significant information, not reasonably available at the time of the Hearing Authority’s meeting, has become available; or

iii. the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal.

Within ten (10) school days following receipt of the request for an appeal, the Superintendent/President shall render a final written decision. The Superintendent/President may uphold, modify or reject the long-term suspension imposed by the Hearing Authority. If the Superintendent/President modifies or rejects the imposed sanction, the Superintendent/President shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President to uphold, modify or reject the recommended or imposed sanction shall be final. The final decision shall be sent via certified or registered mail to the student’s last known address. The Superintendent/President shall report all student suspensions to the Board of Trustees in closed session at its next regular meeting after he or she has received notification of the suspension.

B. Expulsion and/or Revoking or Withholding a Degree or Certificate: The student may appeal the recommended sanction of expulsion and/or revoking or withholding a degree or certificate by the Hearing Authority to the Superintendent/President. The appeal must be in writing and received by the Superintendent/President within five (5) school days of receipt of notification of right to appeal. The Superintendent/President may uphold, modify or reject the recommended expulsion and/or revoking or withholding
a degree or certificate by the Hearing Authority. If the Superintendent/President modifies or rejects the expulsion recommendation and/or the recommendation to revoke or withhold a degree or certificate, the Superintendent/President shall prepare a new written decision which contains specific factual findings and conclusions. The written decision to uphold, modify or reject the recommended expulsion and/or revoking or withholding a degree or certificate shall include the right of the student to request a formal hearing by the Board of Trustees, and shall be sent via certified or registered mail to the student’s last known address within 10 school days of receipt of the appeal. The Superintendent/President's written decision shall be forwarded to the Board of Trustees.

XI. BOARD OF TRUSTEES

In cases where expulsion and/or revoking or withholding a degree or certificate is recommended, the following shall apply:

A. The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion and/or revoking or withholding a degree or certificate at its next regularly scheduled meeting or as soon thereafter as is practicable. The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student requests the matter be heard in open session in accordance with these procedures and Education Code section 72122. The Board may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others (Education Code section 76030).

B. The student shall be notified in writing, by registered or certified mail or by personal service, at least five (5) school days prior to the meeting, of the date, time, and place of the meeting of the Board of Trustees. The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held in open session. Even if a student has requested that the Board of Trustees hear an expulsion and/or revoking or withholding a degree or certificate recommendation in open session, the Board of Trustees may deliberate in closed session in accordance with Education Code section 72122.

C. A closed hearing will be closed to everyone except the following:

1. the student charged;

2. an advisor/advocate for the student charged, if so desired. If the student chooses to be accompanied by an attorney, the student must notify the District in writing of his/her intent to bring an attorney at least two (2) school days prior to the hearing. Failure to notify the District will result in a postponement of the hearing;

3. the District Superintendent/President and/or President's designee;

4. the Board of Trustees;

5. Counsel for the District;
6. the student's parent(s) or guardian, if the student is a minor;

7. Campus Safety or such other law enforcement personnel deemed necessary for the safety of meeting participants.

D. The hearing shall be conducted in accordance with the following procedures:

1. The President of the Board of Trustees will serve as chair of the hearing, and will rule on all questions of procedure and admission of evidence.

2. Hearings need not be conducted in accordance with strict rules of evidence or the formality of a court hearing.

3. Before commencement of the hearing, the Board of Trustees shall review a description of the charges, notices, evidence, findings, and a copy of the proposed decision from the college-level disciplinary appeal hearing. The Board of Trustees shall consider no evidence other than that evidence received in the hearing process.

4. The District Superintendent/President or designee shall make a brief statement to the Board of Trustees, referring to relevant evidence regarding the alleged misconduct.

5. The accused student may then make a brief statement to the Board of Trustees and present any relevant evidence.

6. The statements shall be limited to five (5) minutes each.

7. Upon completion of these statements, the Board of Trustees will have an opportunity to ask questions of both the student and the District Superintendent/President or designee.

8. The Board of Trustees will conclude the hearing, dismiss the parties, and privately deliberate as to a decision.

9. The Board of Trustees shall issue a statement of decision including findings of fact and a determination that the accused student did or did not commit the act(s) charged, a finding that the student's act(s) did or did not constitute a violation of the Standards of Conduct, and a decision as to whether the expulsion and/or revoking or withholding a degree or certificate proposed by the District Superintendent/President will be upheld or modified. The Board of Trustees may also recommend further investigation. Pursuant to Education Code section 72122, regardless of whether the matter is heard in open or closed session, the final action of the Board of Trustees shall be taken in open session, and the result of the action shall be a public record. The name of the student, however, shall not be released.
10. The hearing (but not the deliberations of the Board of Trustees) shall be recorded either in written format or electronically. The record shall be the property of the District. The student may read the record or listen to the tape at a mutually agreeable location at the District. An accused student may, upon request, be provided a copy of the written record or electronic recording at his or her own expense.

11. A written statement of the Board of Trustees’ decision shall be sent via certified or registered mail to the student’s last known address within three (3) school days after the conclusion of the hearing.

12. If the Board of Trustees’ decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the decision. This statement shall become a part of the student’s records.

13. The decision of the Board of Trustees is final and not subject to further appeal.

XII. NOTIFICATION

The District Superintendent/President or designee shall, upon suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the District is situated of any acts of the student that may be in violation of section 245 of the Penal Code (Education Code section 76035).

XIII. EXTENSIONS OF TIME

Calendar restraints may be extended with the agreement of both parties.