



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

HCCPS Procedures for Director Hearings for Short-Term Suspension

Purpose

This procedure outlines the process for principal hearings regarding short-term suspensions (10 days or fewer), ensuring due process, fairness, and compliance with M.G.L. c. 71, section 37H3/4. Hilltown Cooperative Charter Public School prioritizes restorative approaches and alternative remedies whenever possible, while ensuring disciplinary processes remain transparent and equitable.

Procedures for Director Hearing for Short-Term Suspension

1. Notification of Hearing

- Before imposing a short-term suspension, the Director of Teaching and Learning (or designee) provides the student and parent/guardian with written notice of:
 - The disciplinary offense;
 - The basis for the charge;
 - The date, time, and location of the hearing;
 - The right of the student to present information, including mitigating circumstances;
 - The parent/guardian's right to attend and participate.
- Notice is provided in a language the parent/guardian understands, as required by civil rights laws.

2. Conducting the Hearing

- The hearing is conducted by the principal (or designee) and includes the following elements:
 - A discussion of the disciplinary offense, the basis for the charge, and any relevant information;
 - An opportunity for the student to present their perspective, including any mitigating facts;
 - An opportunity for the parent/guardian, if present, to provide input on the student's conduct and present any mitigating circumstances;
 - Consideration of alternative remedies, such as restorative practices, mediation, or behavioral interventions, before determining consequences.



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3. Determination and Decision

- After reviewing all available information, including any mitigating circumstances, the principal determines whether the student committed the disciplinary offense and, if so, decides on the appropriate consequence.
- The DoTL considers:
 - The student's prior disciplinary record;
 - The severity of the offense;
 - Any relevant mitigating factors;
 - The potential impact of the suspension on the student's education.

4. Written Notification of Decision

- The principal provides the student and parent/guardian with a written notification of the determination, including:
 - The decision on whether the student committed the offense;
 - The reason for the decision;
 - If a suspension is imposed, the length and start date of the suspension;
 - The student's right to make up assignments and schoolwork to ensure academic progress during the suspension;
 - The appeal process, if applicable.

5. Notification for Students in Preschool through Grade 3

- If an out-of-school suspension is imposed on a student in preschool through grade 3, the principal must:
 - Provide written explanation to the Head of School, detailing the reason for the suspension;
 - Receive approval from the Head of School before the suspension takes effect.

By following these procedures, Hilltown Cooperative Charter Public School ensures that short-term suspensions are handled in a fair, transparent, and legally compliant manner, while prioritizing student support and engagement.