DEKALB COUNTY SCHOOL DISTRICT
DUE PROCESS DISCIPLINE FLOWCHART

Student is alleged to have violated school rules

Student meets with school administrator (School Administrative Due Process for Suspension)

Student is found not to be in violation of school rules and is returned to class

Student to receive consequences up to a 10-day suspension ONLY

Consequence given and parent notified. Parent/guardian may petition the Principal in writing if he/she disagrees with decision, and then to the Regional Superintendent in writing if he/she disagrees with decision

Student is found to be in violation of school rules

Parent is notified of 10-day suspension and referral to principal to consider recommendation for long-term suspension or expulsion. Parent/guardian may petition the Principal in writing if he/she disagrees with decision, and then to the Regional Superintendent in writing if he/she disagrees with decision

Principal refers case to a District Due Process Hearing and contacts Department of Student Relations within one (1) school day to discuss referral and if warranted, schedule a District Due Process Hearing

Yes

If a Hearing is scheduled, is the student receiving Special Education or Section 504 Services?

No

DTM requested. Agreement on discipline

No

Yes

Student is immediately referred to a Manifestation Determination

Is the conduct a manifestation of a disability?

Yes

Hearing is canceled by Principal and IEP/504 Team determines service modifications

No

Principal sends notification letter to parent/guardian. Parent may request a waiver and Discipline Team Meeting (DTM) within five (5) days

No

Yes

District Due Process Hearing is held

Hearing decision rendered to parent/guardian verbally after 4:00 p.m. the following business day and in writing within ten (10) days of the hearing. Parent/Guardian may appeal to Board of Education within twenty (20) calendar days from the date the decision is rendered.

DTM Waiver-Agreement sent to Student Relations. Parent receives signed copy of DTM Waiver-Agreement.