



## **Unsafe Schools Choice Procedures**

- Building Administrators Report Out of School Suspensions to Office of Associate Superintendent.
- Associate Superintendent's Administrative Assistant consults with Associate Superintendent and district's police liaison to determine whether an incident qualifies as a violent criminal act
- Violent Criminal Acts are identified on incident forms
- Buildings are notified
- Superintendent is notified
- Violent Criminal Acts are also reported on any suspension summaries to the Board of Education
- Violent Criminal Acts are reported to the State on the Project Easier/BEDS report
- Associate Superintendent sends a "Notice to Victims of Right to Transfer" by certified mail to victim's parent/guardian
- The completed form must be returned within fourteen (14) days from date at top of letter
- An offer to transfer is made within ten (10) days of receipt of completed form to the office of Associate Superintendent
- A copy of the notice, request for transfer, and date of actual transfer are retained in Associate Superintendent's office in Unsafe Schools Choice file. This documentation is kept at least one year after victim's graduation date