

## Discipline Board Procedure

Students receive detentions for various reasons as outlined in the student handbook. A student who repeatedly breaks the rules and accumulates many detentions is warned by the Dean of Students that s/he is being put on disciplinary probation. If the student shows significant improvement s/he is taken off of probation by the Dean. If the student does not improve within the time given, the student is put on a discipline contract. These are always in writing and signed by the student and parent.

According to the student handbook a student may appeal a disciplinary action for suspensions or major offenses resulting in expulsion. As noted in discipline contracts there is no appeal for breaking a discipline contract because the student has already been given due process of warning and evaluation of conduct.

In most cases, the Dean of Students informs the student of the suspension and sends the student home after contacting the parents. Sometimes there are situations, circumstances, etc. that warrant an exception to the policy. If a family thinks there is information that may influence the administration's enforcement of the policy they may appeal. The parents or students may appeal the action by contacting the dean, a counselor, or an administrator. Whoever receives the appeal directs it to the Dean who informs the Principal. The Dean manages the logistics.

Prior to meeting:

- Dean informs parent of meeting date after scheduling with board members
- Parents must appeal within 3 school days of offense
- The Dean of Students will schedule a meeting as soon as possible based on the availability of the Board members. Only parents and the student are allowed to appear at the discipline board meeting.
- Director of Student Services will contact parents and provide information regarding the hearing.

**At the meeting**, an assigned Discipline Board member will give brief explanation of procedure

1. We will begin with prayer
2. Each member will introduce themselves (may even provide relationship person has /had with the student)
3. Student will be asked why he/she is appealing the decision before the board
4. Board will ask questions of the student
5. After board has completed the questioning of the student, parent(s) will be given the opportunity to speak
6. Time allowed for meeting is typically announced (done so as to provide time for board to meet)
7. After rendering an advisory decision, board will give decision to principal who makes final decision.
8. Someone from administration will contact parent(s) with decision.

After the parents and student leave:

- board will deliberate and come to a consensus
- consensus is passed on to principal who makes final decision after apprising President
- administrator contacts parent(s) with decision
- written copy of board advisement is mailed to parent(s)