

## **DISCIPLINARY REVIEW PROCESS**

### **Disciplinary Review Board**

The Disciplinary Review Board is appointed by the Principal. The Disciplinary Review Board may conduct disciplinary review conferences when any student may have committed a gross misconduct or chronic violations of any serious violation of school rules.

It shall be sufficient and necessary that at least four (4) of the five (5) Disciplinary Review Board members be present to conduct the conference and render a decision in each case submitted to the Board. The Review Board generally consists of the Principal, Assistant Principal, the School Social Worker or School Nurse, the student's homeroom teacher, and a student advocate chosen by the student and the parent/guardians. The school's administration has the authority to appoint others members to the Board as needed.

Each Disciplinary Review Board member reserves the right to excuse himself or herself, at his or her sole discretion, from a particular case submitted to the Board. If the student and/or his/her parent(s)/guardian should request that a Board member excuse him/herself, it shall remain the Principal's decision, at his/her sole discretion, whether to replace that member of the board.

### **Charge of Misconduct**

Where any such misconduct or violation shall come to the attention of the Principal or Assistant Principal directly, indirectly, or by means of a disciplinary referral after investigation, he/she may require that the student meet with the Disciplinary Review Board.

### **Evidence of Charge**

A member of the school's administrative team or a designee will investigate and gather the evidence required to validate the charge of gross misconduct or serious or chronic violations of the School's rules against the student. Once he/she completes the investigation, a determination will be made if the Board should be convened.

### **Notice of Charge**

After the Principal or Assistant Principal has validated the charge(s), the parents or guardian will be notified of the situation by phone and schedule a conference for the family with the Disciplinary Review Board to take place in a timely fashion. The Administration will place the student on out-of-school suspension pending the conference with and decision of the Disciplinary Review Board.

### **Disciplinary Review Board Conference**

The student and his/her parent(s)/guardian have an obligation in good faith to present all information that they wish the Board to consider at the time of the conference. However, since this is a Catholic elementary school, the School, the parent(s)/guardian, and the student agree and

confirm that no attorney shall be permitted to be present either for the School or the student and/or his/her parent(s)/guardian, since such attendance could be disruptive to the Disciplinary Review Process to which the parties have agreed as a part of the agreement of education entered into by the student and his/her parent(s)/guardian with the School upon accepting the Parent/Student Handbook.

Considering their agreement with the School, the student and his/her parent(s)/guardian agree to attend and participate in a Disciplinary Review Board conference when required by the Administration. If a student and/or his/her parent(s)/guardian fail to appear for a scheduled Disciplinary Review Board Conference, the Board will proceed in their absence. In that case, the student in question may be expelled.

### **Decision of Disciplinary Review Board**

After hearing all the facts the Disciplinary Review Board will meet in executive session to make its decision concerning the student's status. The Board's decision for the School may be: (1) to take no action; (2) to retain the student under specified conditions; or (3) to expel the student. The decision is reported to the parent(s)/guardian by the Administration.

### **Appeal**

The student's parent(s)/guardian reserve the right to appeal a decision of expulsion by the Disciplinary Review Board. They must submit the appeal in writing directly to the Principal within two (2) school days after notification by the Disciplinary Review Board of its decision.

### **Final Decision upon Appeal**

The Principal and Pastor will make the final decision regarding any appeal of the Disciplinary Review Board's decision. No further recourse is available or allowed.