

# GREAT OAKS CHARTER SCHOOL STANDARDS OF CONDUCT

**PURPOSE & PHILOSOPHY** Great Oaks Charter School - Wilmington has created a Code of Conduct in order to:

- Maintain a safe, structure and respectful space for learning.
- Allow students to focus on learning.
- Prepare students to have the greatest number of secondary and post-secondary options and to ultimately attain economic freedom.

The Code of Conduct describes behaviors that GO-WIL considers inappropriate or unacceptable, and the consequences earned for those behaviors. ☐

**BEHAVIORAL INFRACTIONS** The following list of behavioral infractions is not comprehensive; it offers examples of inappropriate or unacceptable behaviors. While we have stated possible consequences for certain behavioral infractions, GO-WIL staff has sole discretion to determine the consequence of each behavioral infraction.☐

A school-related behavioral infraction refers to the violation of this code occurring: ☐

- While the student is on school grounds, Community Education Building property or school-related transportation.
- During school-sponsored activities and trips.
- During all other school-related events.
- Off of school grounds that results in substantial disruption to the school environment and the student population. ☐

Enforcement of GO-WIL’s Code of Conduct is based upon a framework of progressive discipline. In other words, minor infractions result in less severe consequences while larger consequences result in more severe consequences. Also, first-time infractions result in less severe consequences while repeated infractions result in more severe consequences. ☐

**Demerits.** Demerits are corrections for behaviors that are not conducive to a positive learning environment. Demerits are issued in three forms: Tier A Demerits, Tier B Demerits, and Tier C Demerits. Demerits are tracked over the course of the five-day behavior week, which begins on Thursday and ends on Wednesday. Every Thursday all students begin with 100 merits. Their Merit Total will move up and down over the course of the week, depending on the merits and demerits that they earn. Tier A Demerits deduct 1 merit point, Tier B Demerits deduct 2 merit points, and Tier C deduct 4 merit points. Students’ behavior week culminates on Wednesday afternoon, and students earn Thursday Detention if they earn below 85 demerit points for the week..

Tier A Behaviors (-1 Demerit)	Tier B Behaviors(-2 Demerit)	Tier C Behaviors
-- Unprepared for Class -- Talking during Silent Transition -- Off Task/Disrupting Class -- Correctable Uniform Violation -- Breakfast/Lunch Behavior	-- Talking During Fire Drill -- Running in Hallway/Stairwell -- Inappropriate Language -- Dishonest(Academic or Other) -- Horseplay -- Disrespect of School Property -- Behavior Harmful to Others	-- Unauthorized Technology(-4) -- Tardy to Class (-4) -- Skipping Lunch Detention (-8) -- No Escort(-4) -- Chewing Gum/Eating Junk(-4) -- Uncorrectable Uniform Violation (-8)

### **Tier A Behaviors (-1 Demerit)**

- Correctable Dress-Code Violation: shirt untucked, decorated shoes and belts, rolling up shirt sleeves or pants, non-dress code accessories, bandanas, sagging pants.
- Off-Task Behavior: passing notes, whispering during silent time, side conversations, failure to complete work or following along in the lesson, daydreaming, doodling.
- Unprepared: no pencil, no planner, failure to bring an independent reading book to class, tutorial, or breakfast, missing homework folder.
- Off task/Disrupting Class: inappropriate laughter, beats, drumming, out of seat without permission, calling out, whistling, inappropriate sounds, passing notes, whispering during silent time, side conversations, failure to complete work or following along in the lesson, daydreaming, doodling.

### **Tier B Behaviors (-2 Demerit)**

- Talking During Fire Drill
- Running in Hallway/Stairwell
- Inappropriate Language: Curse words, inappropriate sexual slurs, purposeful use of words to disrespect or make another staff member or peer uncomfortable
- Horseplay: touching others, intentionally setting up others to be hurt physically, tripping, pushing, shoving, smacking, kicking, throwing objects.
- Disrespect of school property: spinning in chairs, playing with Science equipment, throwing markers and erasers, littering, leaving a space worse than when you found it, not cleaning up after yourself
- Defiant Behavior: refusal to follow directions from any staff member and/or continuous misbehavior after more than 3 redirections.

### **Tier C Behaviors**

- Dishonesty. Purposefully stating false information.
- Academic Dishonesty: forging, cheating, and/or plagiarism.
- Unauthorized Technology: Students are not allowed at any time to use or display their cell phone and must be off or silent. In addition, no personal gaming systems, iPods, tablets, laptops, or headphones are allowed to be out during the school day.
- Gum/Food/Drinks: Drinking or eating anytime besides breakfast and lunch is not allowed; straws or other objects are not to be chewed.
- No escort
- Tardy to Class
- Uncorrectable Uniform Violation

**Tiers of Consequences** Students who have not responded to the redirection of a Tier A Demerit may earn a Tier B or Tier C Demerit. Students are expected to always respond respectfully to the direction of school staff. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, making inappropriate remarks or sounds in response to a request, or questioning a staff person's action in a disrespectful manner. At GO-WIL we work to help students become mature young adults. To that end, while we will not tolerate disrespect, we do allow for students to express disagreement in a respectful manner. The school has developed routines and procedures that enable students to easily express such disagreement with respect for all involved. Failure to disagree respectfully will result in further consequences.

**Detentions** If a student loses a total of 8 points in a school day, the consequence is serving Lunch Detention for the following day. If a student earns below 85 merit points at the end of the week (Wednesday), the consequence is

Thursday After School Detention 4:30 pm - 6 pm. Students receive weekly DHS reports that outline behaviors documented that earned them detention. Please see the Promotion to the Next Grade section to see how Detention accumulation can affect Student Promotion.

**In-School Suspension (ISS).** At times, particular infractions warrant consequences that are more severe than detention, but less severe than Out-of- School Suspension (OSS). ISS is the removal of a student from regular classroom activities, but not from the school premises. Therefore, Great Oaks Charter School - Wilmington has an ISS model ensuring that students have access to the curriculum while at the same time ensuring that students face serious consequences for their choices. ISS is a discretionary alternative that may be used as a medium between Minimum and Maximum range disciplinary consequences when the minimum disciplinary consequence does not exceed 1 day suspension.

**Out-of-School Suspension (OSS).** Short-term OSS is the removal of a student from the school premises and regular classroom activities for ten consecutive days or less. Homebound Instruction also know as 45 day plus Alternative Out of School Academic Instruction is the removal of a student from school premises and regular classroom, a consequence earned when students face extremely serious consequences for their choices outlined below.

**Expulsion.** Expulsion is defined as the exclusion from Great Oaks Charter - Wilmington on a permanent basis at the discretion of the School Directors. The Executive Director, Principal and/or Board have the authority to expel students due to egregious behavioral infractions.

**Promotion to the Next Grade Attendance.** Consistent and punctual attendance to school is foundational. Chronic Absenteeism and Tardiness: Twenty (20) absences, excused or unexcused, in any year will result in a student repeating the year, withdrawing or being expelled, at the Administrative Team and Executive Director's discretion.

**Pass All Classes.** Class credit is determined by a combination of coursework, participation and quarter exams. Passing at Great Oaks Charter requires students earning a minimum of 60% average in each class at the end of the year. Each quarter is weighted equally for the final year average. A student who earns below 60% in a class at the end of the year does not pass the class.

If a Great Oaks Charter School student does not pass three or more courses, the student will repeat the grade and all coursework the following year. Students who fail two or less courses will be able to attend summer school, and must adhere to all summer school expectations and earn a passing grade in order to be promoted to the next grade. See Summer School Handbook for more details.

**Promotional Hours.** It is expected for students to engage in character development inside and outside of school hours in order to be promoted to the next grade. Listed below are the mandatory number of hours for each type of promotional hours needed for a student to be promoted. GOWIL offers school day opportunities for students to complete 10 college exploration hours and 10 community services during the school year. Students are expected to either complete after school activities at school or at example organizations listed below for Enrichment Hours in order to be promoted. **The last day Promotional Hours will be accepted is the last day in May each school year.**

Promotional Hour Types and Number of Hours Needed		
Promotional Hour Type	Number of Hours Needed	Examples
Enrichment	25 hours	After School Extracurricular, YMCA, Boys & Girls, Outside Sports Programs,

		Great Oaks Charter After School Club Participation, faith-based org. programs
College Exploration	10 hours	Attend College Tours, Participate in College Exploration Enrichment, Extracurricular Program, Visiting Family members at college campuses, Attending financial Aid Workshop, Submitting College Exploration Projects
Community Service	10 hours	Offering community service at church, after school programs, shelter, soup kitchen, YMCA, Goodwill, Offering to volunteer to support GO-WIL teachers and/or staff

**Detention.** The THURSDAY DETENTION IMPLICATIONS FOR SUMMER SCHOOL AND RETENTION are included below. Every 6 lunch detentions earned equals 1 Thursday Detention.

Detention Promotional Requirements:

- 0-11 Thursday Detentions Earned: No summer school needed to be promoted
- 12-23 Thursday Detentions Earned: 1 summer behavior class needed to be promoted
- 24-34 Thursday Detentions: 2 summer behavior classes needed to be promoted
- 35 and above Thursday Detentions: No promotion to the next grade at Great Oaks Charter School

Students who attend Summer Behavior classes must adhere to all summer school expectations and earn a passing grade in order to be promoted to the next grade. Attending summer behavior classes alone does not guarantee promotion to the next grade. See Summer School Handbook for more details.

Parents are informed of Detention Information weekly through the Weekly Newsletter Packets and DHS Reports from their student (s) who receive them every Friday, through navigating the website [parents.kickboardforschools.com](http://parents.kickboardforschools.com) with your given username and created password and through contacting the Culture Team Staff.

**ARRIVAL & DISMISSAL POLICY** Students before entering the building doors of the Community Education Building must put all electronic devices (cell phone, headphones, etc.) away in their book bags. Electronic devices not put away before entering the building will immediately be confiscated. Students will be escorted silently upstairs on elevators with Tutor and Staff Escorts to their perspective floors. Students will silently go to their lockers and immediately go to breakfast in their advisory classrooms. During dismissal, students will report to their Bus Number Room on their perspective floor. Students will be called and dismissed from their Bus Number Room, and silently take the elevators to the Lobby to get onto their buses. Students who miss the bus due to their own behaviors choices or not following outlined directions will be responsible for finding their own ride and calling their parents. Buses will not return for students who miss their bus. Students are still held accountable for actions that occur off of school property. Students are not permitted to leave school grounds for any reason.

**LUNCH SAFETY POLICY** Lunch Safety is important to the safety of the entire school community. Lunch is a time of hanging out with friends, unwinding and taking a break. Students are held to expectations to ensure safety for all during this student led time. The following expectations are expected of all students to ensure no loss of Lunchtime or consequences in addition to demerits.

1. Stay seated at all times.
2. Use of Water or Bathroom sign to request to get out of your seat.
3. Permission must be given from an adult to get out of your seat.
4. Keep Hands and Feet to yourself at all times.
5. Treat others the way you want to be treated.

6. Only 2 students in the bathroom at a time.

**BUS SAFETY POLICY** Transportation is provided to all students. All stops will be hub stops and any stops in developments will be at the front of the development. Bus transportation is a privilege, not a "right." ALL Great Oaks Charter School's conduct standards will be enforced while students are on the bus or waiting at a bus stop. Students who disregard Great Oaks Charter School's standards of conduct or the following bus rules are subject to suspension from the bus and loss of the privilege of riding the bus to school. Great Oaks Charter School's use of businesses and public parking areas as hub stops may be revoked as a result of disruptive or unsafe student behaviors.

1. Only Great Oaks Charter School students, authorized volunteers, and employees of Great Oaks Charter School are permitted to board buses contracted for the transport of Great Oaks Charter School students. Parents or other authorized persons may not board the bus at any time. If you have a concern or issue with a driver or with an Great Oaks student, please contact the Principal so it may be resolved appropriately.
2. Students may ride only on the buses they are assigned and must be picked up and dropped off at their assigned bus stop. A student's parent may, by written request to the school and the bus driver, request that a student be permitted to depart at an alternative stop. If a student is going home to another student's house, notes of authorization from both students' parents is required.
3. Students should arrive at the bus stop 5- 10 minutes prior to the scheduled pick up time. The bus has to run on schedule and cannot wait for those who are tardy.
4. Students should never stand or play on the roadway while waiting for the bus.
5. Students must board the bus in an orderly fashion, without crowding or disturbing others and immediately occupy their seats.
6. Students must follow the directions of the bus driver promptly and respectfully at all times. The driver is in full charge of the bus and students.
7. Students must remain seated (backs to the seat, facing the front of the bus) and keep the aisles clear at all times while the bus is in motion.
8. Students must not stand or try to get on or off the bus until the bus has come to a complete stop.
9. The driver may assign each student a seat. This may be done for the entire bus, or specifically for students who are in need of increased supervision. The bus driver has the right to change seats at any given time, even during the route, to help limit distractions and insure the safety of all bus riders. Refusal to move is considered a safety violation and will be handled accordingly.
10. Students may not eat, drink or smoke on the bus.
11. Unnecessary, disrespectful or rude conversation with the driver is prohibited while the bus is in Great Oaksion.
12. Students should keep hands and other objects to themselves and on the bus at all times.
13. Students should speak in a normal voice to those **in the seat with them or next to them. Classroom conduct is to be maintained at all times on the bus.**
14. Students are not permitted to call out to other students several seats away or passers-by, extend their head or arms out of the windows, or throw articles of any kind, in, out or around the bus.
15. Students should at all times treat other students and the driver with respect and kindness, and avoid the use of hurtful words, actions, teasing, and verbally or physically threatening behavior.

16. Students should keep the bus clean, sanitary, and orderly. Damage to bus will result in the assessment of replacement costs and other disciplinary consequences.

17. Students are not to tamper with emergency doors, controls, or windows.

18. Students are to conduct themselves while on the bus in such a way that it will not distract the driver from his/her job of driving. The use of profanity, indecent exposure, fighting, obscene gestures, pushing, shoving, spitting, or other distracting behavior will not be tolerated and will likely result in suspension from the bus. Repeated offenses could result in an expulsion from the bus.

**Bus Misconduct Consequences** Not following the outlined Bus Safety Policies about may warrant a Bus Suspension, and repeated offenses could warrant a Bus Expulsion. It is a privilege to ride the bus, and rules are outlined for all student safety aboard the bus. A student not following a Bus Safety Policy is endangering the safety of the entire bus and himself. The family of the student is responsible for the student's transportation during a bus suspension. The bus suspension includes morning and afternoon bus transportation. Bus suspensions are capped at 3 per academic year. If a student earns a fourth violation, s/he is suspended off the bus indefinitely (bus expulsion).

- 1 infraction = 1 day.
- 2 infractions = 1 week.
- 3 infractions = 1 month.
- 4 infractions = remainder of the academic year.

Consequences for bus misconduct by students who have Individual Education Plans will be dealt with on a case by case basis.

**Student Personal Items on the School Bus** Students bringing personal items do so at their own risk and the school is not responsible for damage, loss or theft of these items. Gym bags, sports equipment, band instruments or any school project shall not be placed in aisles or areas near the bus entrance or emergency door. Items of this nature are not allowed on the bus unless they can be safely secured without endangering the safety of other students. If they cannot be safely secured, the student must arrange alternative transportation.

**USE OF ELECTRONIC DEVICES** Absent express permission from a teacher or administrator, students may not use personal electronic devices (gaming devices, cell phones, iPods, iPads) during the school day. Great Oaks Charter School will not be responsible for electronic devices that are lost, broken, or stolen at school or on the school bus. During the school day, cell phones and other electronic devices not required for instructional purposes (iPods, games) must be turned off and remain in the student's backpack in their locker. Any unauthorized electronic device which is left on, used, or found on the person of a student during the day will be taken. Students refusing confiscation of an electronic device earns an automatic one day suspension. Subsequently, if a student is found with a cell phone, the cell phone will be returned only to the student's parent or the student may pay \$5.00 into the student activities fund to receive their phone at the end of the day. Fifth Plus Offense equals automatic suspension and parent picks up the electronic device there after.

**LOCKERS** Lockers and locks are provided to students for the school year. Students are held responsible for their locker and lock for the entire school year. Students are responsible for returning their locks at the end of the school year. A 10\$ charge will be assessed by a student who does not return their lock to the their advisory teacher at the end of the school year or loses their lock during the school year. It is the parent's responsibility to secure a new lock for the student to continue to utilize the locker for the year - if lock is lost or misplaced. Students are not allowed to hold onto their belongings, bookbag or electronic devices due to him or her losing their lock.

**FOOD AND DRINK POLICY** Eating and drinking is permitted only in the following circumstances:

1. In the cafeteria during lunch or other special occasions after school hours;
2. Water only is permitted in the

classrooms at the discretion of the teacher. Water bottles must be clear and are subject to inspection by the teacher or school administration; 3. Other food and drink, including candy, gum, soda, coffee and energy drinks, is prohibited. Gum chewing is not permitted in school. Consequences, up to but not limited to suspension, are the result of students not adhering to the Food and Drink Policy.

### **SILENT HALLWAYS, STAIRWELLS & ELEVATORS**

Silent hallways are a staple of the Great Oaks Charter School Model. We can ensure all student safety when noise is minimized, student issues amongst one another are easily noticed and time to class is a priority versus hanging out in the hallways. A student and family agreeing to join Great Oaks Charter School is expected to respect, understand and follow our Silent Hallway & Elevator norms. As students show an understanding and adherence to the silent hallway & elevator expectations, the Discipline Committee can navigate gradual release of noise expectations over the school year, ensuring that students are respectful to one another and staff members with the increased responsibility. The gradual release can be returned to Silent Hallways and Elevators according to the actions, choices and behaviors of the student body.

### **Unacceptable Behavior & Corrective Disciplinary Consequences in addition to Behavioral Infractions**

<b>Unacceptable Behavior</b>	<b>Range</b>	<b>Disciplinary Consequences</b>
2--1 Electronic devices	Min.  Max.	Confiscation—for student release with payment of \$5 holding fee and detention (5 time cap)  Confiscation—for parent release only and 1 Day Suspension
2--2 Failure to serve detention	Min.  Max.	Serving missed detention, serving double detention, and parent conference via phone or in person  1 Day Suspension with parent conference
2--3 Gambling	Min.  Max.	Item/Money Confiscated; Parent Conference; 1 day suspension  3 Day Suspension with parent conference
2--4 Improper use of technology	Min.  Max.	Suspend Use Privilege, Parent conference, 1 day suspension  3 Day Suspension with parent conference
2--5 Leaving class without permission/ Skipping/In Hallway and/or Elevator with no Escort/ Single and/or Repeated Offenses in a single day of -4 demerits	Min.  Max.	1 day Suspension with parent conference  3 Day Suspension with parent conference
2--7 Earning any multiple of SIX Thursday detentions.	Min.  Max.	Parent conference  1 Day Suspension and parent conference

2 -- 8 Lunch Infractions/Demerits (Single, Multiple, Over a span of time)	Min.	Parent Conference
	Max	10 Day Suspension
3--1 Forgery/cheating/academic dishonesty	Min.	Parent conference, No credit given for assignment, and detention
	Max.	5 Days Suspension

3--2 Cutting a school day	Min.	Earn Double Detention, Parent conference and/or In school Suspension
	Max.	5 Day Suspension
3--3 Possession, use or sale of Tobacco or related items (i.e. lighters or matches)	Min.	2 day suspension, confiscation of item, Mandatory Tobacco Free Program Attendance with parent conference
	Max.	10 Day Suspension, confiscation of item, Mandatory Tobacco Free Program Attendance with parent conference
3--4 Damaging, destroying or stealing personal or school property or attempting to do so (including graffiti).	Min	1 day Suspension, Repayment of damage, destruction or stealing of property with parent conference
	Max	45 day Alternative Out of School Academic Instruction, Repayment of damage, destruction or stealing of property with parent conference
3 -- 5 Disrupting Thursday Detention or In-School Suspension through misbehavior. ☐	Min	Earn Double Detention, Parent conference,
	Max	2 day Suspension with parent conference
4 --1 Leaving school grounds.	Min	1 day suspension; Parent Conference
	Max	5 day suspension; Parent Conference, Behavior/Emergency Contract
4--2 Disrespect-- Disrespectful behavior to a staff member, student, or visitor, including verbal disrespect, written disrespect, and disrespect on the Internet	Min.	Parent conference and/or 1 Day Suspension and Mandatory Counseling Program Admittance and Continuation of Services (either in school or out of school)
	Max.	10 Day Suspension
4--3 Harassment/Hazing of staff or students including sexual harassment and harassment on the Internet. (includes direct and indirect harassment such as slander or rumors being spread in person or on the internet; Committing sexual, racial, or any form of harassment or intimidation.)	Min.	Parent conference and Mandatory Counseling Program Admittance and Completion (either in school or out of school) & 2 days suspension
	Max.	45 day Alternative Out of School Academic Instruction
4 -- 4 Repeated offenses/demerits for which the student has already earned Detention, In-School Suspension and Out of School Suspension	Min	1 day suspension; Parent Conference; Behavior/Emergency Plan
	Max	45 day Alternative Out of School Academic Instruction

5--1 Arson	Min. Max.	10 Day Suspension, Police Report/Citation and summer behavior improvement class Referral for Expulsion Hearing
5--2 Assault/Battery	Min. Max.	10 Day Suspension, Police Report/Citation and Summer behavior improvement class Referral for Expulsion Hearing
5--3 Possession, Use, sale of alcohol or illegal drugs, or drug paraphernalia	Min. Max.	10 Day Suspension and Out--Patient Counseling and summer behavior improvement class Referral for Expulsion Hearing
5--4a Fighting	Min. Max.	10 Day Suspension and Summer behavior improvement class Referral for Expulsion Hearing
5 -- 4b Instigating a fight, Spectating a fight, Attempting to interfere in staff intervention to stop a fight	Min Max	1 day suspension with parent conference 3 day suspension with parent conference
5 -- 4c Extreme Horseplay; Pre-fight; Offensive Touching (one person engaging in the action of Pre-fight)	Min Max	1 day suspension with parent conference 5 day suspension with parent conference
5--5 Physical Altercations – Unwelcomed or harmful touching	Min Max	2 Day suspension and parent conference 45 day Alternative Out of School Academic Instruction
5 -- 6 Being charged with a felony.	Min Max	5 day suspension; Parent Conference; Behavior/Emergency Plan 45 day Alternative Out of School Academic Instruction
6--1 Assaulting Education Staff/ Unwelcome or harmful touching towards education staff	Min Max	10 Day Suspension and Mandatory Counseling (out-patient) Referral for Expulsion Hearing
6 -- 2 Possessing a dangerous weapon including but not limited to a knife or a gun.☒	Min Max	10 Day Suspension and Mandatory Counseling (out-patient) Referral for Expulsion Hearing

### Common Conduct Definitions

Delaware Regulation 14 Admin C 614 provides for uniform definitions of certain conduct that may result in expulsion or alternative placement. The full regulation may be accessed at <http://regulations.delaware.gov/AdminCode/title14/600/614.shtml>. Parents may request a paper copy of this regulation at the front office.

### Right to Hearing

It is the school's expectation that most conduct violations under these standards will be resolved through a problem solving conference with the student during which the student is given full opportunity to be heard. However, whenever the school receives reliable information that conduct has occurred which may warrant a suspension of more than 5 days or expulsion, the school shall notify the student and the student's parent of the alleged conduct violation and will conduct an investigation. If, at the conclusion of the investigation, the student admits to the conduct or the administration and the parents mutually agree to a resolution, no further proceedings will be held.

If the violations are not disposed of by mutual consent, the Head of School shall conduct a private hearing within 5-15 days to determine whether or not a violation occurred. The student is permitted to invite others with information relevant to the incident to the hearing and/or may submit written documents to the Head of School. The Student's parent may request receipt of all evidence of the allegations, including any documents, prior to the hearing. The hearing shall not necessarily delay the imposition of disciplinary action, unless so determined by the Head of School. At the conclusion of the hearing, the Head of School shall determine whether a conduct violation occurred and the appropriate disciplinary action to impose.

### **Mandatory Reporting**

State law obligates Great Oaks Charter School to report, and at times to prosecute, certain offenses enumerated in Title 14, Section 4112 of the Delaware Code. In any instance where a Student or a Parent/Guardian is found to have committed one of the enumerated offenses against a School Employee, the Head of School shall without reasonable delay, file the appropriate charge against the student or the Parent/Guardian. In all cases where a reportable offense has occurred, the School shall consult with police authorities. In addition, the State Board of Education requires reporting of the additional incidents to the Department of Education.

### **Appeals for Suspensions and Expulsions**

**Right to Appeal:** If a student is suspended from school or from the bus for five (5) or more days or if the student is expelled from Great Oaks Charter School, the student's parent/guardian may appeal the decision to Great Oaks Charter School's Board of Directors Discipline Committee by written notice to Head of School within 48 hours of notification of the suspension or expulsion. Failure to notify the Head of School within 48 hours will render the school's determination final.

**Review by the Discipline Committee:** All appeals from suspensions and expulsions shall be heard by the Discipline Committee. The Discipline Committee has authority to make final determinations on suspensions and expulsions on behalf of the Board of Directors.

a. The Discipline Committee shall convene as soon as practicable to hear the student's appeal, but no more than five (5) school days after receipt of the appeal. b. The Discipline Committee shall consider only three issues:

i. whether the hearing at the school level was conducted fairly and in conformity with prescribed procedures; ii. whether there existed a factual basis, which if believed, would be sufficient to establish the offense; and iii. whether the punishment is proportionate to the offense.

c. The Discipline Committee will review the decision of the school on the record and will take action based upon the recommendation and evidence summarized by school. A parent/guardian of the student and the student may address the Discipline Committee during the appeal hearing. However, the Discipline Committee shall not consider evidence not previously considered by the administration.

d. The Discipline Committee shall render a decision at the conclusion of the hearing and within 3 days shall provide a written summary of the decision of the Discipline Committee to the student's parent/guardian and to the school.

During the investigation and review, the Student shall remain suspended from school.