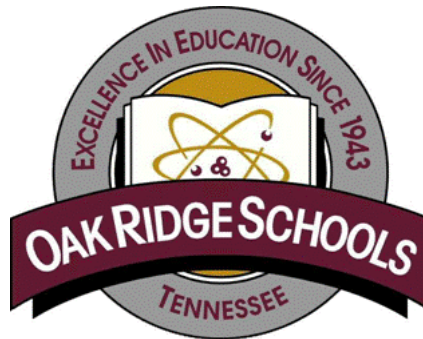


Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 6.317

Student Disciplinary Hearing

Authority

August 2, 2023

STEP 1— A school representative will email the DHA referral to the following individuals:

1. Director of Pupil Services
2. Administrative Assistant to the Director of Pupil Services
3. Secret City Academy Administrator

Student Privacy – To maintain a professional level of student privacy, the SCA Administrator will secure the DHA referral packet and will not share the referral information with SCA Staff until the DHA Committee has approved the referred student to attend the Secret City Academy. The SCA Administrator will use the DHA referral information to coordinate with the referred student's home school to create a schedule that will be shared with parents at the potential future SCA intake meeting. Parents or guardians of the referred student will not be contacted to attend an SCA intake meeting until the SAC Administrator has been notified by a DHA committee member that the referred student has been approved to attend the Secret City Academy.

STEP 2— The DHA will be scheduled within three (3) school days unless extenuating circumstances arise.

STEP 3—The Director of Pupil Services and admin assistant will contact all involved parties to schedule the DHA. Those attending the DHA are the Pupil Services Director, the second DHA Committee Member, the School Principal, the referring staff member, and the SRO, if applicable.

STEP 4—The Director of Pupil Services and admin assistant will contact the student's parent/guardian by phone/email for confirmation of DHA.

Disciplinary Hearing Authority Process

The following steps will be followed during a standard DHA.

STEP 1— Pupil Services Director will conduct the hearing while recording the meeting.

STEP 2— The school representative will present their information relevant to the incident.

STEP 3— Student will have opportunity to explain their involvement that led to the hearing.

STEP 4— Parent/guardian will have opportunity to make comment and/or ask questions.

STEP 5— The "fact-finding" due process portion of the hearing will conclude. Student and parent/guardian will remain in the conference room.

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STEP 6— Pupil Services Director and second DHA committee member will convene privately to reach a decision (a second DHA member is required for all DHA's).

STEP 7—DHA Committee will return with decision. If student is recommended to attend SCA, contact information will be shared with parent/guardian.

STEP 8— Pupil Services Director's admin assistant will provide parent/guardian written documentation of final decision within 2 school days of hearing.

STEP 9— Referring school and SCA will receive completed copy of DHA referral form along with explanation of the DHA Teams decision and final recommendation.

- Note: Steps 5-7 will be delayed if multiple students are involved in the incident that led to DHA hearing.