

Kingdom Christian Academy
~ Internal Policy ~

TITLE: **Disciplinary Review Panel**

EFFECTIVE DATE: **December 18, 2007**

Policy # : **2007-004**

RELATED POLICIES & FORMS: **Complaint/Grievance Form; Complaint/Grievance Acknowledgement Form; Disciplinary Review and Appeal Form; Complaint Procedure Pamphlet; Employee Complaints & Discipline Policy #2007-002; Grievance Policy #2007-003. (Scriptural Reference: Matthew 7:1-3 & Matthew 18:15-17)**

Purpose: To provide a means of due process and create fairness for employees (or volunteers) who are ordered punitive action by the principal or the school board

1. **Appeals to Discipline to be heard by Disciplinary Review Panel-** All qualified appeals shall be heard by a “Disciplinary Review Panel”, so long as the appeal is filed in accordance with school policy and timeline restrictions.
2. **Disciplinary Review Panel Formation-** Upon receiving notice of an appeal of discipline, and in accordance with the related policies, the school board shall order the formation of a Disciplinary Review Panel. The panel shall consist of five members, who may be comprised of the Advisory Council, individual members thereof, or other persons delegated by the school board at the school board’s direction. At least one of the five members shall be a peer teacher chosen by the appealing employee (or volunteer), but shall not directly be involved in the conflict under question.
3. **Election of Chairperson-** The Chairman of the Disciplinary Review Panel shall be elected by the panel members, themselves, and shall serve in such capacity for a term of one year from the date of appointment and acceptance, with the exception of the teacher chosen by the appellant, which shall serve only for the appeal for which they were nominated by the appellant.
4. **Hearings-** A hearing shall be conducted by the Disciplinary Review Panel. The hearing shall be held at a time and place determined by the Chairperson, but should not be delayed beyond 30 days after a formal appeal is received.
5. **Determination-** The purpose of the Disciplinary Review Panel shall be to determine if the principal or school board’s approved disciplinary action was justified or considered too harsh or too lenient
6. **Ruling & Recommendation-** If the Disciplinary Review Panel determines by simple majority vote that the penalty is too harsh or too lenient, then the Disciplinary Review Panel may recommend to the school board to increase or reduce the penalty. The Chairperson of the Disciplinary Review Panel shall provide written or email notice to the school board president or vice-president of any decision made by the Disciplinary Review Panel, as soon as practical, after the conclusion of any decision. Any recommendation made by the Disciplinary Review Panel shall be considered a recommendation only and is not binding on the school board.
7. **School Board to Hear Recommendations & Make Final Ruling-** The school board should give due consideration to any recommendation made by the Disciplinary Review Panel at its next scheduled board meeting or a special meeting in **closed session**. At such time, the school board may debate the recommendations, but shall re-vote on the original discipline and/or make amendments to the discipline as recommended, if deemed appropriate. Any such follow-up vote shall be considered final and will not be subject to further appeal. The final ruling of the school board shall stand.

AUTHORITY _____
(KCA School Board)

Date Approved By Board: _____