

**NANSEMOND-
SUFFOLK**

A C A D E M Y

**Judicial Committee
2007 – 2008**

Discipline cases are difficult for everyone involved, yet the guiding principle of discipline at NSA is to balance the learning of the individual student with the values of the community. NSA seeks a process that works with families and students to reach the best outcome for all involved, yet maintains our commitment to high ethical and community standards. Designed to promote student responsibility and accountability, the Judicial Committee is comprised of 5 faculty members and 5 student members. The role of the Judicial Committee is review more serious violations of school rules and recommend a course of action to the Dean of Students.

Judicial Committee Procedures:

1. Student Members

- a. Committee Members shall be made up of 1 student from the Sophomore Class, and two members from the Junior and Senior Classes who will be elected by their class for their tenure at NSA. An alternate from each class will be elected to serve on the committee in the event that permanent member is absent on the day of a meeting.
- b. Members will be notified by writing of hearing at least 1 day in advance.
- c. Members will not discuss content of case or evidence with any members of the NSA community, especially the accused, BEFORE or AFTER the case.
- d. Members shall discuss the case only within the confines of the Judicial Committee hearing.

2. Faculty Members

- a. Committee members consist of 5 members appointed by the administration. The Head of School will appoint the Chair of the Committee.
- b. Faculty will be notified in the same way as students and held to the same confidentiality standards as the student members of the committee.

3. Students appearing before the committee

- a. Students appearing before the committee will be notified by the Dean of Students.
- b. The Dean of Students will notify parents of the hearing a day before the hearing takes place.
- c. Students are expected to answer all questions during a case truthfully and completely.
- d. Students will be required to write a factual statement that is submitted to the Dean of Students and presented the Judicial Committee.
- e. Students may write (or give orally) a personal statement to be presented to the Judicial Committee during the hearing.

4. Advisor's role

- a. Advisors will be notified of a hearing involving one of their advisees and, if asked by their advisee, attend the hearing to act in a supporting role.
- b. Advisors may be in contact with the parents and students before the hearing to answer questions but cannot comment on the case itself or predict the recommendation of the Judicial Committee.

5. Parents' role

- a. Parents should support the student in the student's relationship with the school.
- b. Parents will be notified of a pending hearing by their child, by phone and in writing from the Dean of Students,
- c. Parents should understand that the school does not proceed in the same way as the legal system in terms of standards, sequence or philosophy.
- d. Parents are not invited to the Judicial Committee hearing, but may set up a meeting with the Administration after the hearing.
- e. Parents should not contact any members of the Judicial Committee, faculty or students before, during, or after a case.

6. Documentation presented to the Judicial Committee

- a. Parent notification form—outlining the charge against the student
- b. Dean's factual statement, including statements from faculty, students etc.
- c. Student's factual statement.
- d. Advisor's statement if requested by the student(may be written or oral).
- e. Student's personal statement (may be written or oral).
- f. Previous consequences for similar infractions.

7. Judicial Committee Case Outline

Before the Hearing

- a. Dean informs student of the charge against him/her (in conjunction with teacher, if applicable). Dean gives the student a specific time frame in which to notify parents.
- b. Dean notifies advisor.
- c. Student/Parents presented with notification of Judicial Committee hearing and specific charge.
- d. Dean communicates with parents by phone (if possible) to ensure they understand the purpose of the Judicial Committee hearing.
- e. Dean prepares presentations for Judicial Committee hearing.

During the Hearing

- a. Dean presents charge against student.
- b. Committee members question Dean, witnesses and the student about the nature

- of the charge and the circumstances.
- c. Advisor speaks on behalf of student if requested by the student(written statement if applicable).
 - d. Student speaks or reads personal statement.
 - e. Dean and advisor are further questioned by the committee about the nature of the student and the case.
 - f. Dean, advisor, and student leave room.
 - h. Judicial Committee discusses case, reviews similar cases, and prepares a recommendation.

After the Hearing

- a. Judicial Committee chair delivers recommendation to the Dean of Students and Assistant Headmaster of the Upper School.
- b. Dean informs student and parents of the school's decision by phone and in writing.