

PAIS DISCIPLINE COMMITTEE (DC)

OBJECTIVE

The PAIS Discipline Committee exists to provide appropriate consequences for inappropriate actions, and to help maintain a safe and healthy environment throughout the school. Five appointed members (depending on gender representation) constitute the PAIS Discipline Committee. The committee will be chaired by the school administrator. The Discipline Committee may convene to deal with any infractions incurred by a student. The school captains may be called from time to time to attend the school discipline committee meetings.

DISCIPLINE COMMITTEE REPRESENTATIVE JOB DESCRIPTION

A student representative to the Discipline Committee

- * must know the rules of the School and be willing to uphold them.
- * must be able to keep confidentiality.
- * must be able to be objective.
- * must be confident enough to express opinions.
- * must be able to withstand potential peer pressure.
- * must be flexible enough to drop everything when a meeting is called.
- * must be able to work with a team of faculty and peers.

COMMITTEE MEMBERS

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| a) Mr. Andrew Dickson-Smith | DC Chair |
| b) Mr. Marlon Echave | Member |
| c) Ms Amani Saleh | Member |

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| d) Mr. Brian Nelson | Member |
| e) Ms Sithiwan Webb | Member |
| f) Ms Victoria Garcia | Member |

COMMITTEE MEETINGS

1. DC will meet once every fortnight on a fixed date, time and place.
2. DC meeting can also be convened by any of the committee members and the procedure for such meeting is as follows:
 - a) Behavior is at issue.
 - b) DC Chair, teacher, student, parent, or whoever needs to, brings issue to the DC chair.
 - c) DC Chair and others concerned find facts, determine whether DC meets.
 - d) DC chair informs the date, time and place for the meeting.
 - e) Meeting is held and the minutes of meeting are recorded.
 - f) Parents may not attend DC meetings. However they are entitled to make their representation to the DC Chair with a prior appointment.
 - g) A copy of the minutes and action taken report is given to the Director.

PROCESS IN COMMITTEE

When a DC convenes, the Chair reminds members of the guidelines: Everything said here stays here; this is a deliberative committee trying to make a fair recommendation. The process continues as follows:

1. Chair explains situation in brief to the Committee. The following are called before the Committee: person or report which has brought the behavior at issue to the attention of the Committee, the student whose behavior is at issue, the student's faculty representative and any parent observer, if present.
2. The behavior at issue is described to the Committee.
3. The student whose behavior is at issue speaks to the Committee.
4. Anyone with related information will speak to the Committee and leave.
6. A person bringing the behavior to the Committee's attention may speak to the Committee alone.

7. The student whose behavior is at issue may speak to the Committee alone. (Faculty representative may or may not be present.)
8. Anyone with related information may speak to the Committee alone.
9. The faculty representative may speak to the Committee alone.
10. The parent, if invited, may speak to the Committee alone.
11. The Committee will deliberate and decide on a recommendation.
12. The Director hears recommendation from the DC chair. He may ask questions about deliberations, reasons for certain consequences.

The Committee reserves the right to alter the procedure according to the case and as it deems appropriate. In unusual circumstances, the Committee may reconvene that day to make a final decision. The goal is to complete the deliberation in one session.

The Committee will make its recommendation for consequences to the DC Chair and, in special circumstances, to the Director where the final decision rests with the Director, who may accept, reject, or modify the Committee's recommendation. The decision of the Director is final, binding and subject to no further appeal. The DC Chair will deliver the accepted response.

All proceedings before the DC are confidential.

If requested by the DC, all faculty and students are required to come forward with truthful information relevant to a disciplinary proceeding. In appropriate cases, a member of the DC may compile a short, written statement of the case which, if accurate, may be signed and accepted by the student whose behavior is at issue to expedite the process.
