

CRESTWOOD SCHOOL DISTRICT

ADMINISTRATIVE REGULATION INVESTIGATIVE PROCEDURES

INVESTIGATIVE PROCEDURES

This document is not limited by or intended to address any one particular board policy, rather, it establishes a written procedure encompassing any and all investigative incidences conducted within the Crestwood School District.

Once an infraction occurs, the appropriate personnel shall conduct an investigation to gather information and data with which to address potential consequences.

Per the CHS handbook, after an investigation and a conference/hearing, the student may be suspended. The student may be sent home immediately upon being suspended.

Administration will make every attempt to contact the parent or the guardian of the suspended student. As a follow-up, Administration will send a letter home via mail notifying the parent or guardian of the suspension. A conference/hearing will be scheduled with the parent/guardian; parental conferences will only occur via appointment.

Haas v W. Shore Sch. Dist., 915 A.2d 1254 (Pa. Commw. 2007) – The courts give school administrators some flexibility by allowing informal questioning of students for disciplinary reasons.

Excluding extreme incidences requiring immediate attention, e.g., an incident involving the health, safety, and welfare of a student/s, the following procedure shall be maintained when school administrators investigate any occurrence of vandalism or like disciplinary infraction:

1. Assistant Principal (building administrator if an assistant isn't available) shall gather salient information from any and all available witnesses
2. Assistant Principal will review with the Principal to determine the extent to which an investigation needs to progress. If the incident involves outside facilities the Director of Athletics and/or the Director of Building and Grounds may participate in the investigation
3. An informal meeting will be held, in which any student involved in the incident may be interviewed prior to parental/guardian notification. The interviewers shall be limited to the Assistant Principal and Principal, or two building administrators, as there may not be an Assistant available. A guidance counselor may also be present, dependent upon the infraction. There may be cases in which either the Assistant to the Superintendent or Superintendent will sit in on the interview process. The sequence of events may vary, as first contact may be with the accused
4. If the student is considered the accused and refused to cooperate, s/he may be suspended until a more formal meeting can occur with the parents/guardians. "A principal or

teacher in charge of public school may temporarily suspend any pupil on account of disobedience or misconduct." Section 1318 of the Public School Code of 1949 (School Code), Act of March 10, 1949, P.L. 30, as amended, 24 P.S. § 13-1318. A suspension is exclusion from school for one to ten consecutive school days. 22 Pa. Code § 12.6(b)(1). The purpose of an informal hearing is "to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended." 22 Pa. Code § 12.8(c)."

5. Ultimately, parents and guardians of students shall be held accountable for financial consequences resulting from student actions, including but not limited to vandalism, damage or defacing school property.