

**CAPITAL AREA
SCHOOL FOR
THE ARTS
CHARTER
SCHOOL (CASA
CHARTER
SCHOOL)**

SECTION: BOARD PROCEDURES

TITLE: HEARING OFFICER

ADOPTED: 8/12/2013

REVISED: 6/12/2017

014. HEARING OFFICER

The Board of Trustees of the Capital Area School for the Arts Charter School ("Charter School") recognizes the necessity of ensuring that all students subjected to disciplinary proceedings in the form of a formal hearing be afforded due process. To make certain that any member of the Board of Trustees who is appointed to preside over a formal hearing is qualified to do so, the Board of Trustees sets forth the following minimum standards for qualification.

A member of the Board of Trustees of Charter School who is appointed to preside over any formal disciplinary hearing shall:

1. Be impartial, disinterested and objective, including but not limited to:
 - a. Having no financial or personal interest in the outcome of the hearing; and
 - b. Having no prior involvement with the child, whether personally or professionally;
2. Have the ability to communicate effectively;
3. Understand the role of the hearing officer in formal disciplinary proceedings;
4. Be familiar with federal and Pennsylvania law regarding discipline of both regular education students and special education students;
5. Understand school policies and the School Student Code of Conduct as they relate to discipline;
6. Have the ability to objectively analyze the evidence presented by all parties in accordance with federal and Pennsylvania law, as well as relevant policies, to develop a recommendation for discipline that will be presented to the Board of Trustees;

7. Recite an Oath of Office reflecting their acceptance of the responsibilities of their role.

OATH FOR HEARING OFFICERS

“I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties as a duly appointed expulsion hearing officer with fidelity.”

The Board of Trustees recognizes that any member of the board is qualified to serve as a hearing officer.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE
CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR
APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE
STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**