

Communication with Students and Parents/Guardians While a Disciplinary Matter is Pending

When a student is involved in a disciplinary matter at the College as a complainant, respondent or witness, communication regarding the matter should be directed to the Dean of Students Office, Campus Safety/Police and/or the Director of Equity and Title IX in accordance with the procedures below. Communication by students involved in a disciplinary matter or their parents/guardians should not be directed towards members of the Board of Trustees, the President or other administrators at the College who are not directly involved in the disciplinary process.

Procedures:

1. For matters involving alleged violations of the College's Student Code of Conduct, after an investigation is commenced by Campus Safety/Police, all communications with students involved in the matter and their parents/guardians should be directed to the Associate Dean of Students. The Associate Dean will then be charged with managing all communications, consulting with others at the College as needed and, when appropriate, scheduling meetings/conferences with the student and parents/guardians to discuss.
2. For matters involving alleged violations of the Equal Opportunity and Nondiscrimination Policy, after an investigation is commenced by Campus Safety/Police, another College assigned investigator or an outside investigator, all communications with students involved in the matter and their parents (if the student requests and consents to parental notification) should be directed to the Director of Equity and Title IX. The Director of Equity and Title IX will then be charged with managing all communications, consulting with others at the College as needed and, when appropriate, scheduling meetings/conferences with the student and parents (if the student requests and consents to parental notification) to discuss.
3. If the investigation results in charges against a student, the Conduct Officer will determine the proper forum to consider alleged violations of the Code. If the determined forum is a Disciplinary Conference, the Conduct Officer will notify the respondent of the time, date, and location of the disciplinary proceeding at least two (2) days before a scheduled Disciplinary Conference. If the determined forum is a Hearing Board, the Conduct Officer will schedule a pre-hearing meeting at least five (5) days before a scheduled Hearing Board. Except in extenuating circumstances, all questions and communications regarding the matter will be addressed at the disciplinary conference or pre-hearing meeting rather than in individual phone calls/emails.
4. All communications regarding disciplinary matters should be between the Associate Dean of Students or the Director of Equity and Title IX and the **student or the student with parents/guardians**. Except in extenuating circumstances, communication directly

with the parents/guardians without the student participating (even if the student has given permission to communicate directly with parents) will be avoided.

5. In the event that a student has engaged an attorney to represent the student in connection with the matter, all communication with that attorney will be referred to the College's Counsel.
6. From time to time, students are involved in situations related to alcohol and/or other drugs or other health-related emergencies that require transport to the hospital or to a local police department. In these situations, parents or emergency contacts will not be contacted by the College unless the College has actual knowledge of a life-threatening situation involving the student.
7. Subject to the requirements of FERPA and other applicable laws, parents/guardians will generally be made aware of student alcohol and/or other drug violations as part of the student conduct sanctioning process unless there is an extenuating circumstance that prevents such notification. In addition, if, after a serious incident with alcohol and/or other drugs, the College believes more immediate intervention is needed to support the health and safety of a student, parents/guardians may be contacted prior to adjudication of the matter.