

PROCEDURES FOR A FACT FINDING BOARD

- ☐ 1. Call to Order: (Student Name) Time: _____
The FFB for _____ will come to order on _____
- ☐ 2. This FFB is for the purpose of finding facts or determining innocence/guilt
- ☐ 3. The charge(s) against the Student is/are:
State the charge(s):
- ☐ 4. Chairperson will read the **SHRO Investigative Report, Student Conduct Profile, and statements pertaining to the specific incident.
****Without guilt or innocence comments from the SHRO.****
- ☐ 5. Chairperson will review the matter with FFB board members.
- ☐ 6. Chairperson will issue ballot sheets to board members.
- ☐ 7. The FFB will vote.
- ☐ 8. Chairperson will document vote and recommendation on FFB on Hearing Summary Form.
- ☐ 9. Chairperson will ensure board members sign Hearing Summary Form and Ballot Sheets.
- ☐ 10. Conclusion:
The FFB for _____ is adjourned at(time) _____
- ☐ 11. Chairperson will return student folder to the SHRO.
- ☐ 12. SHRO completes FFB Hearing Summary form.

Chairperson Signature

Date

Time