

Disciplinary Appeals Process

Procedure for Appealing Out-Of-School Suspension of Ten Days or Less:

A decision to suspend a student may be appealed by the student's parent or legal guardian. An appeal of a suspension shall not hold the suspension in abeyance. Failure to file a written notice of appeal within the prescribed time will constitute a waiver of the right to appeal. A parent or legal guardian may appeal a suspension to the principal of the school, and then to the Superintendent's designee in the following manner:

- A. A parent or legal guardian shall submit a written letter of appeal to the Coordinator of Student Services within three administrative working days of notification of the suspension. The parent or legal guardian should state specifically the reasons for the appeal and consider the following before appealing a suspension: (1) whether the facts warrant the suspension, (2) if the consequences were appropriate for the behavior, and (3) whether school and county procedures were followed. The Coordinator of Student Services shall review the suspension, all the evidence, and render a written decision as soon as possible but within five working days. For suspensions of ten days or less, the decision of the Coordinator of Student Services shall be final.

Procedure for Appealing Out-Of-School Suspension of More than Ten Days

The Superintendent may suspend a student from school in excess of ten school days after the student and the parent or legal guardian have been provided written notice of the proposed action, the reason thereof, and the right to a hearing. A decision to suspend a student in excess of ten school days may be appealed by the student's parent or legal guardian. An appeal of a suspension shall not hold the suspension in abeyance.

A parent or legal guardian may appeal a suspension in excess of ten days to the School Board in the following manner:

- A. When a student has been suspended more than ten days by the Superintendent, the student and the parent or legal guardian may appeal that decision to the School Board. Such an appeal must be in writing and must be filed within seven calendar days of the decision to suspend in excess of ten days. The parent or legal guardian should state specifically the reasons for the appeal and consider the following before appealing a suspension: (1) whether the facts warrant the suspension, (2) if the consequences were appropriate for the behavior, and (3) whether school and county procedures were followed. Failure to file a written appeal within the specified time will constitute a waiver of the right to appeal.
- B. The School Board shall, within 30 calendar days of the decision to suspend in excess of ten days, conduct a review of the record and render a written decision.