

## **Process for Appealing a Suspension**

### **Suspension Appealed to Principal**

- Parent/guardian contacts the Principal to appeal the suspension.
- Principal reviews the incident with the Administration.
- Student serves the suspension as the appeal is processed in a timely manner.

### **Principal's Decision**

- After reviewing facts of the incident and affirming that student's due process rights were or were not violated, the Principal can either: 1) uphold the suspension, 2) modify the suspension, or 3) rescind the suspension, and either meet with, email, or phone the parent/guardian to advise the appeal disposition.
- If the parent/guardian requests to appeal the suspension to the District, the Principal provides the appeal document to the parent/guardian.
- Student serves suspension and appeal is processed in a timely manner.

### **Suspension Appealed to the Assistant Superintendent of Education Services**

- Parent/guardian completes the District's suspension appeal form and submits it to the Assistant Superintendent's Office.
- Assistant Superintendent contacts the parent/guardian and reviews the due process scope of the suspension appeal.
- Assistant Superintendent contacts school administration to review the incident and the suspension appeal.
- Assistant Superintendent does not reinvestigate the incident, but will review all documents and due process.
- Student serves suspension as appeal is processed in a timely manner.

### **Appeal Decision**

- After reviewing the suspension appeal, the Assistant Superintendent contacts parent/guardian to advise on the disposition of the suspension appeal.
- The Assistant Superintendent can either: 1) uphold the suspension, 2) modify the suspension, or 3) rescind the suspension.
- If the decision is to modify or rescind the suspension, Assistant Superintendent will advise the Principal to amend the student's record in the District's Student Information System.
- Student is allowed to make up any homework or tests if the suspension is modified or rescinded.
- The Assistant Superintendent's decision is final and cannot be appealed.