



2025-2026 LEVEL ONE-Initial Appeal **Student Disciplinary Appeal Form**

This form is for the specific purpose of appealing a student’s in-school suspension (ISS), out-of-school suspension (OSS) or placement in the Disciplinary Alternative Education Program (DAEP). You may add pages to this form as needed. To file this appeal, please fill out the form completely and submit it to the principal of the campus your child attends by email or in person, within timelines outlined in page 3 of this form. Please note Classroom discipline and ISS cannot be appealed beyond the campus principal. Out-of-school suspension (OSS) and placement in the CISD Disciplinary Alternative Education Program (DAEP) cannot be appealed beyond the Director of Students Services. This form must be completed and included with the Expulsion Appeal form.

For Expulsions Only: To file this appeal, please fill out the form completely and submit it to the Office of the Superintendent via email or in person, within twenty (20) calendar days of being informed of the discipline decision, along with the expulsions appeal form.

1. Student Name: _____ Parent Name: _____
Address: _____
Telephone number: _____ Email: _____
CISD campus where student was enrolled at time of disciplinary placement: _____

2. If you will be represented in this appeal hearing, please identify the person representing you:

Name: _____ Title: _____ Telephone
number: _____ Email: _____

3. Please indicate which type of discipline was issued to your student and the number of days assigned:

ISS Days: _____ OSS

Days: _____ DAEP

Days: _____

JJAEP (Expulsion Appeals only) Days: _____

4. Meeting or conference to discuss the behavior subject to discipline:

Administrator who met with you: _____ Date of that meeting: _____

5. Date the administrator issued the order regarding your student’s disciplinary placement:

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6. Please state the outcome you seek with this appeal (i.e. entirely remove the disciplinary consequences, reduce the number of assigned days, etc.):

7. Please state the specific reasons why you disagree with the administrator's decision regarding your child's discipline (attach additional pages to this form as needed):

Signature of Parent: _____ Date appeal filed: _____

Amendment to the Level One appeal is prohibited for any further appeals. Appeals at Level Two and Expulsion will be limited to the information you provide on Level One Form. Please be sure all relevant information has been provided for consideration at Level One Form. You may use additional pages as needed.

Your child is required to serve the disciplinary placement as assigned while this appeal process is pending – filing an appeal does not postpone the placement. The appeals process is only afforded to students who are enrolled in CISD. If a student is withdrawn prior to a requested or scheduled appeal hearing, the appeal will not take place.

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2025-2026 Student Disciplinary Appeal Process

NO PRIOR INFORMAL PROCESS: A complainant shall have no more **60 calendar days** from the date the complainant knew or reasonably should have known of the decision/action to file a complaint using the complaint forms.

INFORMAL PROCESS: Complainants are encouraged their concerns with the appropriate teacher, principal, or other appropriate campus or District administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

AFTER INFORMAL PROCESS: If complainant engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the student or parent shall have the later of:

- **90 calendar days** to file a complaint from the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint: or
- **30 calendar days** to file a complaint from the date on which the District provided information to the student or parent regarding how to file a grievance.

FORMAL PROCESS: A complainant may initiate the formal process described below by timely filing a written complaint form on a District complaint/grievance form. The complaint form shall be filed with the **lowest level administrator** who has the authority to remedy the alleged problem.

Complainants shall:

1. File **Level One** complaints with the Campus Principal for any complaint on a matter related to a campus other than discipline. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator. **NOTE:** ISS cannot be appealed beyond the Campus Principal.
2. File **Level Two** complaints must be filed in writing, on a form provided by the District, within **20 calendar days** of the date of the Level One decision or, if no decision has been communicated to the complainant, within **20 calendar days** of the Level One decision deadline. **NOTE:** OSS and DAEP cannot be appealed beyond Campus Principal and the Director of Student Services.
3. File **Level Three** complaints must be filed in writing, on a form provided by the District, within **20 calendar days** of the date of the Level Two decision or, if no decision has been communicated to the complainant, within **20 calendar days** of the Level Two decision deadline, with the exception of complaints regarding extracurricular activities, as described in board policy FNG (Local).