

Appeal Procedure

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used.

STEP 1 If the student is not satisfied with the outcome of the conference between the parties at the time of the first citation, he/she may file a written or verbal statement with the appropriate person. This is to be done immediately or within one (1) school day of the act or condition which is the basis of the complaint. The principal will, within one (1) school day, review the circumstances of the citation or severe violation.

Within two (2) school days of the conference mentioned in Step 1, the principal is to communicate, verbally followed by a letter, the decision to the student and the student's parents/guardians.

STEP 1A FOR SUSPENSION: The student may appeal the suspension within two (2) school days from receipt of the principals setting the suspension. The student will need to submit the matter verbally and/or in writing to the superintendent. The superintendent will meet with the student within one (1) school day and will respond to the issue, in writing, within two (2) school days after the appeal.

STEP 1B FOR EXPULSION: The student may appeal the expulsion to the Board. The Board will notify persons involved of a hearing to be held within seven (7) days of the receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within one (1) school day following the hearing.

Please return this signed form to the bus driver on or before the second day of school.

I have read and understand the transportation contract plan. I understand that bus transportation is an important service and that the safety of my student is the primary concern,

Student's name _____ Parent's Signature _____ Date _____

Bus Route # _____ Phone Numbers: Home _____ Work _____

School _____