

## Appeal Procedures

School administrators are responsible for ensuring that appeal procedures are publicized to all students and parents on an annual basis. A copy of this policy shall be posted in every building in which students attend instruction.

**Annual Notification**

At the beginning of each school year, the District shall publish a notice of the established procedures to appeal decisions made by teachers and administrators.

**Procedures**

Individual appeals shall be handled in accordance with the following guidelines:

**A. Stage I: School Personnel**

1. For informal conciliation, students should confer with the appropriate teacher or school personnel within 5 days to achieve prompt resolution.
2. Students may appeal to the principal within 10 days of the incident (barring extenuating circumstances) who will respond within 15 days.
3. An appeal may not be filed with the Superintendent prior to a conference with the principal.

**B. Stage II: The Superintendent**

1. The Superintendent may request that the student present a written statement to her setting forth any information that such person has relating to the facts leading to the appeal.
2. The Superintendent shall notify all parties concerned as to the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. The Superintendent may designate a representative to conduct the informal hearing.
3. Within fifteen (15) days after the hearing, the Superintendent shall render her determination in writing.
4. If the student is not satisfied with the determination of the Superintendent, the grievant may, within thirty (30) days after the decision, file with the Clerk of the Board of Education a written request for review by the Board.

C. Stage III: Board of Education

1. When a request for review by the Board has been made, the Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.
2. The Board shall review all pertinent information.
3. At the discretion of the Board, individuals may be requested to provide testimony to the Board.
4. The Board shall render a decision through roll call vote in public session at a Board meeting.

**Matters in Statute**

For resolution of matters where appeal procedures are prescribed by statute, i.e., student suspensions, the prescribed course of action will be followed.