

## SECTION TEN

### STUDENT, PARENT, TEACHER APPEALS

Preface: The right of students, parents, and teachers to appeal any decision is inherent under the Constitution of the United States and the laws of the State of Pennsylvania.

#### **I. General Policies/Practices**

##### **A. Student/Parent Appeals**

###### **1. Reasons**

- a. The application of excessive or unreasonable punishment
- b. Punishment and corrective measures that are not in direct relationship to the seriousness of the offense
- c. The correct policies and practices were not followed by school personnel in handling the case.

###### **2. Appeal Procedures for Students/Parents**

- a. On the first level of appeal, the student will meet with the teacher or administrator and explain why he or she disagrees with the disciplinary action that was taken against the student. Written documentation and explanation may be part of this process. The teacher or administrator can defer, reject, or accept the appeal, but notice of the decision must be given to the student within 24 hours.
- b. On the second level, the student or parent may request a formal conference with the Principal of the school. The principal will have all the people involved in the case present for the purpose of reviewing the incident and the resulting decision. All witnesses and interested personnel have the right to be present. The principal must accept or reject the appeal within 24 hours of the formal conference. All parties involved must be notified of the decision.
- c. On the third level of appeal, the parent may contact the Administration and request a review of the case. The same aspects and conditions for the second level appeal conference will be in effect.

##### **B. Teacher Appeals**

###### **1. Reasons**

- a. The teacher feels that the disciplinary action was not appropriate for the seriousness of the offense.
- b. The teacher believes that correct disciplinary practices and procedures were not followed by the administrator.

###### **2. Procedures for Teacher Appeals**

- a. On the first level, the teacher will meet with the principal and informally discuss the reasons for the action that was taken. After the discussion the Principal will have 24 hours to accept or reject the appeal. The teacher must be notified of the decision.
- b. On the second level, the teacher must request a formal meeting with the principal for the purpose of reviewing all aspects of the case.

Witnesses and written documents can be part of the proceedings. Within 24 hours the principal must reject or accept the appeal made by the teacher. The teacher must be notified of the decision.

- c. On the third level the teacher may appeal to the Superintendent. The same aspects and conditions for the second level appeal will be in effect.