

PLACEMENT AND APPEAL OFFICE

SUSPENSION APPEALS

STUDENT DISCIPLINE GUIDELINES

Reference: District Administrative Procedure No. 6290

Suspension Appeals Procedure Checklist

- ___ At time of suspension meeting between the parent and the principal's designee, parent is informed by school of option to appeal the suspension by contacting the Placement and Appeal Office (619) 725-5660. This appeal must be in writing using the attached form, which is completed by the parent and/or student. The completed form must be received by the Placement and Appeal Office no later than three weeks after the date of the meeting with the principal or principal's designee.

- ___ The Placement and Appeal staff will review the materials submitted by the parent and/or student to determine whether or not the suspension should be upheld, overruled, and/or expunged after a period of time.

- ___ A copy of the decision will be mailed to the student/parent and school principal informing them of the decision.

NOTE: The most common reasons for overruling a school's decision to suspend a student are based upon denial of due process to the student and/or parent. Suspensions are generally overruled if the student never had the chance to address the charges, witnesses were not interviewed, parents were not provided a copy of the Report on Suspension within specified timelines, a parent conference was not held, or parents were told erroneous information about appeal possibilities.

San Diego City Schools
REQUEST FOR SUSPENSION APPEAL
(Reference: District Administrative Procedure No. 6290)

DATE: _____

TO: PLACEMENT AND APPEAL OFFICE
4100 Normal Street, Annex 8
San Diego, CA 92103-2682

FROM: Parent/Guardian Name(s): _____

Address: _____ Zip Code: _____

Telephone(s): Home: () _____ Work: () _____

A student or parent/guardian may appeal a student's suspension within three weeks after the suspension is issued. The student and parent/guardian must meet with the school principal in an informal conference. If the principal sustains the suspension, the student and/or parent/guardian may complete this form and return it to the address noted above within three weeks of the date of the principal's decision to suspend the student.

For the appeal to be considered this form needs to be fully completed and a copy of the Report on Suspension form must be attached. If this form is submitted after the deadline date or without required documents, and/or information is not submitted, the appeal will not be considered. See page 10 of 12, District Administrative Procedure No. 6290 to reference "Appeal of Initial Suspension."

Student Name: _____ Date of Birth: _____

School Name: _____ Grade: _____

Suspension Dates: _____ to _____ Days: _____

Suspension Charge (i.e. 01e. Assault/Battery, 07b. Property-Theft):

Date of informal conference with principal: _____

NATURE OF COMPLAINT (Describe in your own words the reasons you feel this suspension is not appropriate or the procedure was not followed properly by the school administrator. Please include all names, dates, and places of those involved so we can have a complete understanding of your complaint):

