

ST. HELENA UNIFIED SCHOOL DISTRICT

Suspension Appeal Form: *Parent/guardian notified of his/her right to appeal at initial conference.*

Student name / #:		Grade:				
Parent name:		Sp. Ed.:	YES	NO		
Phone number:		School:	SHPS	SHES	RLS	SHHS

APPEAL PROCESS

A. Within five days of the suspension, a parent/guardian must first appeal to the site Principal, unless he/she is the suspending administrator. No appeal will be considered if made outside of five days of the suspension.

First suspension date: _____ # of Days: _____ Charge: _____ Appeal to Principal on: _____

Principals finding:

- Suspension Upheld
 Suspension Rescinded
 Suspension Modified

Principal name: _____ Signature: _____ Date: _____

B. If dissatisfied with outcome of Step 1, within three weeks of the first day of suspension, the parent/guardian must complete this form and submit it to SHUSD by either:

- a. faxing it to Attn.: Chief Academic & Human Resources Officer at 707-963-1335 or
- b. delivering it to St. Helena Unified School District, 465 Main St., St. Helena, CA 94574 Attn.: Chief Academic and Human Resources Officer

C. Reason for Appeal (attach additional pages if needed): Please attach a copy of original suspension form and cite applicable due process violations as referenced in 1-7 below:

A decision of findings for the appeal are based on the application of due process as follows:

1. Grounds for suspension were identified on suspension form.
2. Student was suspended no more than 1 to 5 consecutive days.
3. Informal conference w/ student was held or no informal conference was held because of a clear and present danger. If no conference was held, parent was notified and a meeting was held w/in 2 school days unless the student is incarcerated or injured and the student waived the meeting.
4. Student was informed of reason for suspension, evidence was reviewed, and student was given opportunity to tell his/her version of the incident.
5. When necessary, reasonable cause to search was established.
6. Administration has documentation of reasonable attempt to notify parent/guardian of suspension in person or by any means of telecommunication.
7. Student has not been suspended more than 20 days this school year.

Parent/Guardian name: _____ Signature: _____ Date: _____

Chief Academic & Human Resources Officer (CAHRO) findings:

- Suspension Upheld
 Suspension Rescinded
 Suspension Modified

CAHRO name: _____ Signature: _____ Date: _____

CAHRO will mail of copy of his/her decision to the parent/guardian and school principal informing them of the decision