



SUSPENSION APPEAL PROCESS

Written Notice received by Superintendent (*within 10 days of commencement of suspension*)

Superintendent:

- ☐ Advises Principal of appeal
- ☐ Advises adult student or parent/guardian of review (Appendix L)
- ☐ Reviews suspension
- ☐ Requests meeting with principal and student, parent/guardian

Settlement is reached

No Settlement Reached:

- ☐ Superintendent provides written notice of review decision (Appendix M)

Suspension Expunged

Suspension modified or upheld

Appellant accepts decision

Appellant chooses to continue appeal

Principal

- ☐ Provide the Superintendent of Education with the following, by 3 days prior to the meeting date:
- ☐ Notification of Suspension letter (Appendix F)
- ☐ Letter requesting a suspension appeal (if received by the principal)
- ☐ Program for Students on Long-Term Suspension – Student Action Plan (Appendix G)
- ☐ Principal's Report (Appendix I)
- ☐ Any student information or reports referenced in the Principal's Report

Superintendent:

- ☐ Informs all parties of meeting and appeal details
- ☐ Prepares Package
- ☐ Forwards the package to the Director's office two (2) days prior to the meeting date.

Director:

- ☐ Arranges meeting and appeal
- ☐ Provides Package to all parties
- ☐ Provides digital copies of the Package to the adult student or the student's parent/guardian.
- ☐ Couriers the Package to the adult student or the student's parent/guardian after the meeting.
- ☐ Provides digital copies of the Package to the Discipline Committee one hour prior to the appeal, if virtual

Chair of the Discipline Committee:

- ☐ Conducts Meeting
- ☐ Conducts Appeal (*held within 15 days of receiving notice of intention to appeal*)

Appeal Decision:

- ☐ Director of Education prepares decision cover letter
- ☐ Chair of Discipline Committee prepares appeal decision
- ☐ Appeal Decision is sent to all parties

The decision of the Discipline Committee for a suspension appeal is final.