



**MEMORANDUM**

**TO: Christian County Board of Education Board Members**

**FROM: Melanie A. Barrett, Director of Pupil Personnel**

**DATE: August 20, 2020**

**RE: Notice of Suspension-Suspension Appeals Process**

**Please review the Notification of Suspension 09.434 AP.2 (pages 2-4) regarding the Suspension Appeals Process. The Christian County Board of Education is requested to review and acknowledge receipt of the Notice of Suspension-Suspension Appeals Updates.**

DRAFT 8/12/20

STUDENTS

09.434 AP.2

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**Notice of Suspension**

<b>Student's Name</b>			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
<b>Student's Address</b>			
<i>Address</i>		<i>City, State Zip Code</i>	
<b>Student's Age</b> ____	<b>Date of Birth</b> ____	<b>Gender *</b>	<b>Grade *</b>
		<b>Ethnicity *</b>	
<b>School *</b>		<b>Phone Numbers-Home</b> ____; <b>Work</b> ____; <b>Cell</b> ____; <b>Disconnected</b> <input type="checkbox"/> ; <b>N/A</b> <input type="checkbox"/> ; <b>Other:</b> ____	

To: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name of Parent/Guardian* *Date*

**Statement of Reasons for Suspension:** The student named above has violated the following rule(s) or standard of conduct and has demonstrated the behavior described below which constitutes cause for suspension: \_\_\_\_\_

Reported by: \_\_\_\_\_ (teacher/staff name) on \_\_\_\_\_ (date) at approximately \_\_\_\_\_ (time) ☐ AM ☐ PM  
 Investigated by: \_\_\_\_\_ (administrator name) on \_\_\_\_\_ (date) at approximately \_\_\_\_\_ (time) ☐ AM ☐ PM  
 This student has a disability under the following: ☐ N/A ☐ IDEA (Individuals with Disabilities Act) ☐ Section 504  
 How many prior days of suspension has the student received this year? \_\_\_\_\_ days

**Suspension Dates**

The suspension shall start on \_\_\_\_\_ ☐ AM ☐ PM The suspension shall end on \_\_\_\_\_ ☐ AM ☐ PM

Total numbers of days for this suspension \* days

**\*\*Return to school on** \_\_\_\_\_

**NOTE: If the day of suspension is not an actual school day (snow, ice, etc.), the day of suspension automatically extends to the next day school is in session.** Suspended students are not permitted on any property of the Christian County Board of Education and may not represent the school/District in any activity during their suspension.

**Recommendation for expulsion (Complete if the student is being recommended for expulsion.)**

In the event a student acts in such a manner as to warrant expulsion, the Principal/Designee may suspend the student for up to the maximum number of days permitted by Policy 09.434. Should the Principal/Designee decide to pursue expulsion, s/he shall provide the student and his/her parents with written notice of the specific acts committed by the student that constitute probable cause for expulsion and citing these acts as the reasons for the suspension imposed. School officials have determined that this offense does warrant a recommendation for expulsion. The student shall remain suspended as of this date \_\_\_\_\_ pending a recommendation for expulsion.

**Due Process**

Due process was afforded to the student as evidenced by ☐ oral ☐ written notice of the charges. If the student denied the charges, she/he was given the opportunity to present his/her version, and these comments ☐ are ☐ are not on file. The parent should call to schedule a conference that is a prerequisite to readmission. If due process was not given, please explain:

**Conference**

Suspension is a serious matter, and I regret that it is necessary for me to take this action. A conference with you would be appreciated since the best interest of pupils can be served when parents/guardians and school staff work together. I can be reached at \_\_\_\_\_ for a conference when your child returns to school.

<i>Signature of Principal/Designee</i>	<i>Date</i>
<input type="checkbox"/> Parent contacted <input type="checkbox"/> Unable to reach parent, but left message <input type="checkbox"/> Unable to reach parent <input type="checkbox"/> Other _____ <input type="checkbox"/> Date Called: _____ <input type="checkbox"/> Time Called: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	

cc: ☐ Parent ☐ Transportation (if applicable)  
☐ Director of Pupil Personnel (DPP) ☐ Director of Special Education (if applicable)  
☐ District Discipline Administrator

### Notice of Suspension

#### SUSPENSION APPEAL PROCEDURES

1. A parent/guardian (or adult student) may appeal a suspension in writing (preferably using the Suspension Appeal Form in 09.434 AP.2) to the District Discipline Committee ("DDC") by delivering the written appeal to the Director of Pupil Personnel ("DPP") and/or the Director of Alternative Programs ("DAP") setting forth grounds for the appeal. There shall be no appeal rights for a suspension made by the Superintendent or designee of the Superintendent.
2. The parent/guardian or adult student shall have one (1) school day from the date of the referral to file a written appeal (using the Suspension Appeal Form in 09.434 AP.2) with the DPP and/or DAP (via email or hand-delivery) at the Central Office (200 Glass Avenue, Hopkinsville, Kentucky).
3. The written appeal shall identify the suspension referral being appealed, the date of the referral, and the basis of the appeal with any documentation or other items the parent/guardian/adult student believes is relevant to the appeal.
4. When the written appeal is received by the DPP and/or DAP, a copy of the written appeal will be delivered within one school day to the referring administrator, to the Director of Special Education (if the student has an IEP or a Section 504 Plan), and to the Superintendent.
5. Within one (1) school day of receiving the written appeal from the DPP or DAP, the referring administrator may, but is not required to, provide an explanation and supporting materials to the DPP and/or DAP. The written appeal and the explanation and supporting materials from the referring administrator shall constitute the record on appeal.
6. The DPP and/or DAP shall promptly submit the record on appeal to the DDC.
7. Within three (3) school days of the filing of receiving the record on appeal, the DDC shall convene to consider the appeal by reviewing the record on appeal and such other records as the DDC considers relevant to the appeal.
8. If the DDC determines the appeal should be denied, the DDC will issue a written statement (preferably using the Suspension Appeal Form in 09.434 AP.2) denying the appeal, which will be promptly transmitted to parent/guardian or adult student and the referring administrator by regular mail, certified mail, email, or hand-delivery.
9. If the DDC determines the appeal should be granted, the DDC will issue a written determination (preferably using the Suspension Form in 09.434 AP.2) granting the appeal and briefly summarizing the reasons for granting the appeal. If the DDC grants the appeal, the DDC may (1) reverse the referral and return the student to the school building from which he was suspended; or (2) remand the referral back to the referring administrator for further action consistent with the decision of the DDC.
10. The decision of the DDC shall be final and may not be appealed.

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Notice of SuspensionSUSPENSION APPEAL PROCEDURES (CONTINUED)

The Suspension Appeals Committee may include, but not limited to, the following:

- Superintendent/Designee
- Assistant Superintendent
- Director of Pupil Personnel
- Director of Alternative Programs
- Director of Special Education/Designee
- Principal
- Assistant Principal
- Guidance Counselor
- Teacher
- Mental Health Professional

The Suspension School Appeals Committee must include a minimum of three (3) members.

**STEP ONE**

Appeal the suspension to the school administrator who suspended the student. Deliver or mail the appeal letter to the school within three (3) school days after the first (1st) day of the suspension.

**STEP TWO**

If the appeal is denied by the Principal, it may be appealed in writing to the District Discipline Administrator and/or the District Discipline Coordinator. The appeal must be mailed or delivered within three (3) school days of the day the response from the Principal is received. Step Two is the final step in the suspension appeal process.

If a student appeals a suspension to the building Principal, he/she may stay in ICE until the building Principal has made a decision. A student who is determined by the Principal to be a danger to himself or others or who is likely to be destructive or disruptive to the education of others and cannot continue in a safe and orderly manner shall not be allowed to attend school during the appeal process.

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STUDENTS

09.434 AP.2  
(CONTINUED)

**Suspension Appeal Form**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Grade Level \_\_\_\_\_

**STEP ONE—DISTRICT DISCIPLINE COMMITTEE APPEAL TO PRINCIPAL:**

Identify the reason you are appealing the suspension (Use additional sheet if necessary.)

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**DISTRICT DISCIPLINE COMMITTEE RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)**

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☐ Appeal Approved

☐ Appeal Denied

\_\_\_\_\_  
Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**STEP TWO—APPEAL TO DISTRICT DISCIPLINE ADMINISTRATOR/COORDINATOR:**

Name: \_\_\_\_\_

Date appeal received at this level: \_\_\_\_\_

RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

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☒ Appeal Approved ☒ Appeal Denied

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District Discipline Committee Member Administrator/Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

District Discipline Committee Member \_\_\_\_\_ Date \_\_\_\_\_

District Discipline Committee Member \_\_\_\_\_ Date \_\_\_\_\_