

PARENT DISCIPLINE APPEALS

Occasionally, the parents of students who have been subject to disciplinary action at a school will call the district office to appeal the type of discipline their child received, the way they (parents) were treated by school personnel, or that their child was treated unfairly in the discipline process. If our office receives such a complaint, we will not make a judgment about the complaint, but we will follow the procedure outlined below.

- We will listen carefully to the complaint and try to calm the parent, if angry.
- We will determine who the parent has talked to at the school and who has NOT been contacted at the school.
- If the parent has not talked to the principal, we will refer them to the principal and call the school to let the school know that the parent will call.
- If the parent has talked to the principal, the Director of Elementary, Middle, or Secondary Education will call the principal to discuss the issue. Further action with the parent will depend on the substance of the conversation with the principal

Our office will not override the decision of the principal, but we will try to ensure that parents and schools have followed the proper procedures and chain of command in the discipline process.

To assist in answering calls from parents with discipline related complaints, the following administrators will handle calls from an assigned organizational level:

| | |
|---|---|
| Elementary Schools: | Executive Director of Elementary Education |
| Middle Schools: | Executive Director of Middle School Education |
| High Schools: | Executive Director of High School Education |
| Pine View / Oak Park / Cyesis Adult and Community Education: | Executive Director of High School Education |
| SCTI | Director of Career and Technical Education |
| Alternative Schools: | Director of Academic Intervention Programs District Discipline Coordinator |
| Charter Schools | Supervisor of Charter Schools |

Parents will often call the district office expecting an immediate solution or a change in the disciplinary decision that has been made at the school level. We want to listen to them and refer them back to the appropriate person at the school who knows the child and the situation better than we do.