

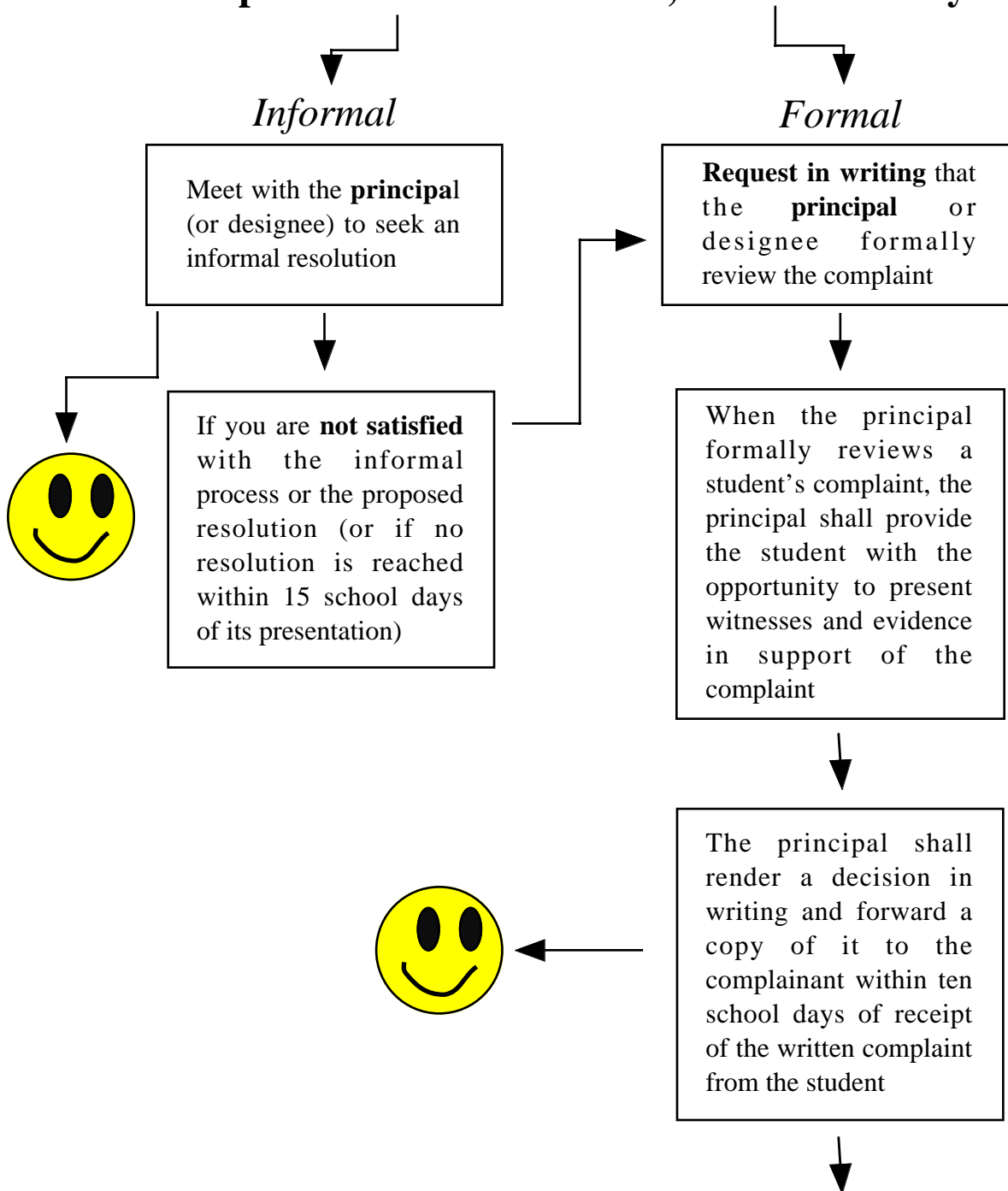
Appeals - Complaint Procedure: Due Process

This chart is to help students with the necessary information about fair treatment for each student involved in a grievance (problem), discrimination complaint, or a discipline action not involving suspension or expulsion

SCHOOL-LEVEL DECISION

Please note- the chart indicates an appeal to the principal. If the issue is with a teacher or other staff, the appeal should start directly with the teacher and work up the hierarchy (teacher-resource teacher/department chairman-principal)

If a student has a problem or complaint, including complaints of discrimination, the student may:



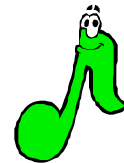
APPEAL OF THE DECISION OF THE PRINCIPAL

If the student is **not satisfied** with the decision rendered, the student may **appeal the decision** to the superintendent or designee **in writing within ten school days of the principal's written decision**



Review of an Appeal

1. The superintendent or designee reviews the issue and related information.
2. Within ten school days of receipt of the appeal, the superintendent or designee renders a decision and notifies in writing the student and principal.



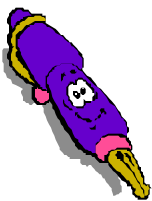
Note:

Currently, the hierarchy of appeals would be: Community Superintendent, then Deputy Superintendent before appealing to the Board of Education.



APPEAL OF THE DECISION OF THE SUPERINTENDENT

You may initiate an appeal of the superintendent's decision by contacting the Office of the Board of Education.



Submitting a Written Appeal

The appeal statement should include the following:

1. A request for a review of the complaint and the decision of the principal
2. All pertinent factual information
3. The remedy requested

School rules must be consistent with MCPS Goals of Education and published existing laws and regulations. Both the countywide and local school's discipline codes should be published and made available to parents, students, and staff members.

References:

Policy JFA: Student Rights and Responsibilities

Regulation JFA-RA: Student Rights and Responsibilities

Policy BLB: Rules of Procedures in Appeal and Hearings

Policy BLC: Procedures for Review and Resolution of Special Education Disputes