Request to Appeal a Suspension
(SHPD-P012)
Sacramento City Unified School District

1.0 SCOPE:

    1.1   This procedure describes the Request to Appeal a Suspension

2.0 RESPONSIBILITY:

    2.1   Director III, SHPD

3.0 APPROVAL AUTHORITY:

    3.1   Director III, SHPD

Approved signature on file

4.0 DEFINITIONS:

    4.1   SHPD – Student Hearing and Placement Department

    4.2   SASI XP/Zangle – The current Student Information System (SIS) software package used by the District

    4.3   SIS – Student Information System: The state mandated and approved electronic software that compiles, sorts, and stores student person/demographic, attendance, enrollment, and academic history/data for district, state, and federal reporting purpose

5.0 PROCEDURE:

    5.1   The parent/guardian must first appeal to the site principal

    5.2   The parent must complete Request to Appeal a Suspension form (SHPD-F067) and mail it to SHPD

    5.3   Director III will contact the parent/guardian if additional information is needed

    5.4   Suspension appeal meeting is held with SHPD Director III, site administrator, parent/guardian and student, if needed

    5.5   Director III renders the decision of the suspension appeal and relays the disposition to the site administrator and parent/guardian

6.0 ASSOCIATED DOCUMENTS:

    6.1   Request to Appeal a Suspension (SHPD-F067)

    6.2   Suspension Form rev 8

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Student file	File cabinets	Until student turns 18 years of age or 21 years of age if student receives Special Education Services	Shredding	Locked Interior doors
Microsoft Excel	Assigned	Indefinitely	N/A	Password

Database   computer(s)

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/05/07	A	Initial Release
03/05/08	B	• Revise SHPD-F067 to reflect participants of appeal meeting (#4)
		• Add line 5.5 to reflect participating parties of the appeal meeting
		• Add line 5.6 to reflect Director renders decision of appeal
		• Inserted form name, Request to Appeal a Suspension, in line 5.2
08/07/09	C	• Revised department name change from Student and Family Support Services (SFSS) to Student Hearing and Placement Department (SHPD)
		• Revised 6.2 to reflect "rev 8"
		• Added line to Record of Retention Table to reflect "Microsoft Excel Database"

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