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

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**1.0 SCOPE:**

- 1.1 This procedure describes the Request to Appeal a Suspension

**2.0 RESPONSIBILITY:**

- 2.1 Director III, SHPD

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

**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:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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

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Database            computer(s)

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/05/07	A	Initial Release
03/05/08	B	<ul style="list-style-type: none"><li>• Revise SHPD-F067 to reflect participants of appeal meeting (#4)</li><li>• Add line 5.5 to reflect participating parties of the appeal meeting</li><li>• Add line 5.6 to reflect Director renders decision of appeal</li><li>• Inserted form name, Request to Appeal a Suspension, in line 5.2</li></ul>
08/07/09	C	<ul style="list-style-type: none"><li>• Revised department name change from Student and Family Support Services (SFSS) to Student Hearing and Placement Department (SHPD)</li><li>• Revised 6.2 to reflect "rev 8"</li><li>• Added line to Record of Retention Table to reflect "Microsoft Excel Database"</li></ul>

**\* \* \* E n d o f p r o c e d u r e \* \* \***