

1. Hearing

A. The high school principal, (or the assistant principal in the instance that the principal has been involved in the apprehension), will conduct a hearing to evaluate the evidence in the case with the student after parental notification.

B. At the hearing, the principal will listen to the facts of the case and determine whether or not a violation of the rules occurred. The principal will then relate the pre-determined penalty for the violation and explain options if applicable or dismiss the case.

C. The principal, (or the assistant principal), has the right to increase the penalty in severe cases. In such a case, the principal must provide a written statement for supporting the increase in penalty to the student, parents, superintendent and the President of the Board of Education.

D. If a suspension is invoked, a copy of the suspension notice will be mailed to the President of the Board of Education, Superintendent of Schools, and the parent/guardian of the student involved in the violation. A conference will be arranged with the parent/guardian and student to discuss the reason for the suspension and the possible solution to the problem.

E. The decision of the principal, (or assistant principal), may be appealed to an appeal panel by filing a written request with the superintendent stating the reason for the appeal. Said request must be made within three (3) school days following the decision of the principal. During **any** appeal process, a student shall remain **ineligible** for participation.

2. Appeal

A. The Appeal Panel shall consist of the superintendent (or designee), one building principal not involved in the case and appointed by the superintendent and one faculty member appointed by the principal. The appointed faculty member will not be the coach/advisor of the student involved in the appeal. Also included will be the student involved and the student's parent or advocate.

B. The Appeal Panel will meet to hear the appeal within five (5) school days or one calendar week (whichever is shorter) of the date the appeal request is filed.

C. Duties and powers of the Appeal Panel are:

- i. Review the evidence presented to or by the principal,
- ii. Hear any new information presented by either party,
- iii. Affirm or reverse the decision of the principal,
- iv. Reinstate the original penalty as outlined by the Code of Conduct.

D. The Appeal Panel does not have the authority to adjust the penalty to a greater or lesser degree than outlined in the Code of Conduct.

E. A copy of the appeal results will be mailed to the parent/guardian of the student involved and to the president of the Board of Education.

3. Appeal to Board of Education

An appeal of said decision can be made to the Board of Education **IF A WRITTEN REQUEST FOR SUCH AN APPEAL IS FILED WITH THE SUPERINTENDENT OF SCHOOLS WITHIN THREE (3) SCHOOL DAYS OF THE DECISION OF THE APPEAL PANEL. THE BOARD OF EDUCATION WILL THEN HEAR THE NEW APPEAL WITHIN FIVE (5) SCHOOL DAYS OF THE END OF THE FILING PERIOD.**