# 2.16 Discipline Appeal Procedures

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**Topic:** *Student Handbook*
**Handbook Sections:** *2. Disciplinary Action*
**Handbook Topics:** *Discipline*

## School Level Suspension (0-5 Days ISS and 6-9 Days OSS)

The parent of a student under 18 years of age or a student (if 18) shall first appeal a disciplinary action to the administrator who imposed the disciplinary intervention.

The appeal form must be returned to the School principal within five (5) school days of written receipt of the decision. A further appeal may be made to the school principal.

Appeals beyond the school level will be directed to the Director(s) of the respective grade band; Senior Director of Elementary Education, K-8 and academies, high school.

If not resolved, the next appeal may be made to the Office of School Culture.

The Office of School Culture decision will be considered final, "as a student is entitled to minimal due process protections, including oral or written notice of the accusation(s), what disciplinary measures are being proposed, and an opportunity to respond. If feasible, the notice and hearing should precede the student's removal from school. If the student's presence poses a danger to persons or property or threatens to disrupt the academic process, prior notice and hearing may not be feasible. In this case, a hearing should follow the student's removal from school as soon as possible)." *Source: Michigan Department of Education*

## Discipline Hearing Panel (Suspensions of 10 to 59 Days or Expulsions)

A more formal due process procedure is required when serious disciplinary measures are alleged against a student. This includes rebuttable presumption and consideration of the "7 factors". The student shall be given reasonable time to prepare for the hearing. The person conducting the disciplinary hearing must be impartial. The board of education, a school administrator or disciplinary panel may conduct the hearing as long as they are truly impartial." *Source: Michigan Department of Education*

1. The parent of a student under 18 years of age or a student (if 18) shall request an appeal form from the Office of School Culture.
2. The appeal form must be returned to the Office of School Culture within five (5) school days of written receipt of the decision.

3. The Executive Director of School Culture will convene an in-person meeting within ten (10) school days after the request is filed to hear the appeal.
4. If appeal is not resolved, it goes to the First Superintendent of Schools. The appeal decision is final. There is no further appeal process for this decision.
5. All permanent expulsions decided by Lansing School District Board of Education are final and there is no appeal process.

## Discipline Hearing Panel Decisions

1. The parent of a student under 18 years of age or a student (if 18) shall request an appeal form from the Office of School Culture.
2. The appeal form must be returned to the Office of School Culture within five (5) school days of written receipt of the decision.
3. The Discipline Hearing Panel will convene a hearing within ten (10) school days after the request, if filed.
4. The parent of a student under 18 years of age or a student (if 18) will receive written notification of the decision from the Discipline Hearing Panel.
5. The Discipline Hearing Panel is the designee of the Board of Education; therefore the appeal decision is final. There is no further appeal process for this decision. All mandatory expulsions decided by the Lansing School District Board of Education are final and there is no appeal process.