

FORM 4.17 – DEAN

PARENTAL APPEAL OF DISCIPLINARY MATTER

Appeal of disciplinary matters should be first to the individual who imposed the penalty, then to the Dean of Students, then to the Principal, and then to the Superintendent, if necessary.

In order to maintain a complete record of student disciplinary matters and concerns, you are respectfully requested to complete this form prior to speaking to the dean in regard to your concerns. This will enable us to have a written record of your concerns and will allow the dean to be able to more fully understand and relate to what your concerns are and what actions in regard to those concerns you feel appropriate and are requesting.

Name of student _____ Grade _____

Date punishment imposed _____ By whom? _____

Date appeal requested _____

Reason you or your child was given for the punishment _____

Have you discussed this matter with the individual who imposed the penalty? Yes ____ No ____

Briefly state why you feel the punishment should to be reconsidered by the dean _____

Parent printed name _____ Parent signature _____

Dean's notes regarding this appeal _____

Dean's decision regarding appeal: Upheld punishment _____ Modified punishment _____

to _____

Delayed punishment pending further information _____

Advised parent of right of appeal to principal: Yes _____ No _____

If delayed for further information, what was final decision and when was it made?

