

Northwest Local School District

3240 Banning Road
Cincinnati, OH 45239

Telephone (513) 923-1000 ext. 3907
Fax (513) 923-3644

To: The parents of _____

From: Appeal Officer

Date: _____

RE: SUSPENSION APPEAL

A request has been received in the Student Services Office for an appeal to the suspension of your son/daughter. Attached is the form for you to complete explaining the reason for your appeal and the remedy you are seeking. It is the Northwest Local School District policy that students are to remain on suspension until the appeal has been investigated at the district office level. They may not return to school.

Once this form is received in the Student Services Office, a review of your case will be undertaken. The appeal officer or Assistant Director for Student Services will consider three issues in making a decision:

1. Was due process followed? Did the student have notice of what he/she was being charged with and an explanation of the facts underlying the charge? Did the student have an opportunity to present his/her side of the story?
2. Was the alleged violation in the Code of Conduct? Is this violation in the Northwest code as published in student handbooks and displayed throughout Northwest buildings?
3. Did the student violate the rule? Based on the evidence presented to the school administrator did the student violate a Code of Conduct rule?

The hearing officer or Assistant Director for Student Services will notify you of the results of the hearing, usually through a phone conference.

The length of a suspension will not be changed due to a decision made at the district office level. Suspensions will only be vacated and the student's record expunged.

If you have difficulty filling out this form or any questions about the process, please call Student Services, 921-1000 ext. 3907 or 3912.

What would you like the Northwest hearing officer to do concerning your child's suspension?-

Parent

Signature _____ DATE _____

Return to: **Student Services Office**
 3240 Banning Road
 Cincinnati, OH 45239
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 Fax: (513) 923-3644

*A hearing will be scheduled after these papers have been received in the Student Services Office.

Date received in Student Services: _____