

Pleasant Grove High School
Disciplinary Appeal Form

Student: _____ ID#: _____

Parent/Guardian: _____ Phone: _____

Today's Date: _____

Disciplinary Appeal Process:

The following steps outline the process by which a parent/guardian may appeal an administrator's decision to impose a disciplinary consequence:

1. **Notify the administrator who assigned the consequence**, either via an in-person meeting or a phone conversation, of your intention to appeal. Record the meeting information below:

Name of assigning administrator: _____

Date of meeting with the assigning administrator: _____

Was the meeting "via phone conversation", or "in person"?: _____

2. **Complete the Disciplinary Appeal Form**

A meeting of the principal can only be scheduled when this form has been completed and submitted to the School Secretary. The form **MUST** include a description of the specific reason for the appeal.

The form can be delivered to the School Secretary in person, emailed to wmoylen@egusd.net, or faxed to (916) 686-0239.

3. Upon receipt of the Suspension Appeal Form, the **School Secretary will call you** to arrange a meeting with the Principal.

Disciplinary Action Information:

Dates of Suspension/Detention: *Beginning Date:* _____ *Return to School Date (if applicable):* _____

Reason for the appeal: (attach additional pages if needed)

Disposition of Appeal *(Completed by the school)*

Appeal Form Received On: _____ Meeting Date with Principal: _____

Findings of the School Principal:

____ Consequence Upheld ____ Consequence Rescinded ____ Consequence Modified

Rationale for decision: