

Alaska Gateway School District
Appeal Procedures for Long-Term Suspensions

Persons residing in the Alaska Gateway School District have the right to be critical of the district and its employees. School district employees, also, are entitled to various rights, including the right to the protection of due process of law. In order to satisfy any conflicting rights of citizens and district employees, the following procedures are established by the Alaska Gateway School District for processing appeals against practices and procedures of the school district.

Most appeals can be resolved by informal discussions between the appellant and the site administrator. **This formal appeal process is reserved for appeals after informal discussions have failed to resolve the problem.** In that case, a formal written appeal must be filed no later than five (5) days after the incident being appealed occurred. If the incident occurs at the end of the school year, a formal written appeal must be filed by June 30 of the current school year. Even after a formal written appeal is started, efforts may be made at any point in time to accomplish satisfactory informal resolution of the problem. In no case, is there to be retaliation from either party because a formal appeal has been filed.

Directions for Processing an Appeal of a Long-Term Suspension

1. When the site administrator, the Superintendent, or designee, recommends long-term suspension, a written notice shall be delivered by mail or in person to the student and his or her parent/guardian. An attempt at telephone notification will also be made. This notice shall state:
 - a. The specific charges against the student;
 - b. The student's right to a hearing; and
 - c. The recommended sanctions.
2. Within five (5) school days of receipt of this notice, the student and/or the student's parent/guardian may request a hearing in writing. If a request for hearing is not received within the five (5) school day period, the student and his or her parent/guardian shall have waived the right to a hearing.
3. Within three (3) school days after completion of the hearing, the hearing officer shall provide a written recommendation to the Superintendent to uphold, modify, or reject the long-term suspension or expulsion. The Superintendent shall then make his/her determination and shall provide the student and parent/guardian with a written decision.
4. The student and his/her parent/guardian shall have five (5) school days after receipt of the Superintendent's written decision to appeal the decision to the Board. The request for appeal must be in writing to the Superintendent and must describe the reasons for the appeal.
5. The Board shall schedule and hold a meeting to review the matter within five (5) school days of receipt of an appeal or as soon thereafter as a quorum can be assembled.
6. The Board shall issue a written decision to the Superintendent and to the student/parent/guardian within five (5) school days after the hearing. The decision of the Board shall be final.

Litigation

1. At any point after the Citizen Complaint Form process has been initiated, if a person filing the complaint indicates a desire to pursue litigation, or does in fact file a lawsuit, the school district's citizen's complaint process will be terminated.
2. The School District, then, will turn the matter over to its attorney.

Appealing A Long-Term Suspension

Step 1
Talk with Site Administrator

Step 2
File a hearing request with Superintendent

Step 3
Hearing with the appointed Hearing Officer

Step 4
Appeal Superintendent's decision to Board

Step 5
Hearing with the Board

Decision of the Board is final