

Alaska Gateway School District
Appeal Procedure for Discipline Prohibiting Student Participation

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 discipline decisions effecting student participation.

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 a Discipline Appeal Prohibiting Student Participation

1. Formal written appeals involving student discipline prohibiting eligibility to participate in extracurricular activities or the graduation ceremony will be referred to the site administrator, who shall issue a written decision.
2. If the site administrator does not resolve the appeal satisfactorily, his or her decision may be appealed to Advisory School Board.

The Advisory School Board: In the case of discipline prohibiting participation in extracurricular activities or the graduation ceremony, the student or parent/guardian may, within five (5) school days of receipt of the notice of disciplinary action, appeal through the site administrator to the Advisory School Board. The Advisory School Board may request that the site administrator and the student and parent/guardian attempt conciliation first, but if the student and his or her parent/guardian decline this request within three (3) school days of a request for a hearing, the Advisory School Board shall promptly schedule an informal hearing. A written decision will be issued within three (3) school days of the hearing. If the person making the appeal is not satisfied with the Advisory School Board's decision, he or she may appeal, through the superintendent, the decision of the Advisory School Board within thirty (30) days to the Regional School Board. The decision of the Regional School Board shall be final.

Litigation

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

Appealing a Discipline Decision Prohibiting Student Participation

Step 1
Talk with Site Administrator

Step 2
File a written appeal to the ASB

Step 3
Hearing with the ASB

Step 4
Appeal ASB's decision to the Regional School Board

Step 5
Hearing with the Regional School Board

Decision of the Regional School Board is Final