APPEAL OF ADMINISTRATIVE DECISIONS

Several administrative decisions made by the School Division are appealable by parents and legal guardians of students and by adult students. Appeals to the School Board of administrative decisions are permitted only when authorized by specific School Board policy. This policy provides procedures for appealing administrative decisions that are not covered separately by other policies.

A. Procedures for Appeal to School Board or Committee

1. Appeals must be submitted in writing to the Division Superintendent or designee within 10 school days of the notification of the decision that is the subject of the appeal. The appeal must state fully the reasons and basis for the appeal and a summary of the essential facts.

2. The Division Superintendent or designee shall notify the Chairman of the School Board of the receipt of the appeal. The Chairman of the School Board shall appoint a committee of three members to review the appeal and appoint one of those members as chairman of the committee.

3. The Division Superintendent or designee shall collect statements from all persons involved in making decisions related to the case. These statements shall contain a summary of the essential facts of the case and the basis of each decision, including references to applicable School Board policies. A copy of these statements shall be provided to each member of the committee considering the appeal. At the same time such statements shall be provided to the appellant(s).

4. The committee shall review the statements of school personnel and the appeal of the parents, guardians and adult or emancipated students and may affirm or annul the decision of the Division Superintendent or designee on the basis of this review. If the committee makes a decision on the basis of this review, that decision shall be communicated to the appellant(s) and shall be reported at the next regular meeting of the School Board for inclusion in the minutes of that meeting.

5. If the committee determines that it needs more information, the committee chair shall request additional information from either side prior to a final decision by the committee. The committee chair shall set reasonable deadlines for providing the additional information. Any additional information collected by the committee will be provided to the Division Superintendent or designee and to the appellants.

6. This appeals procedure shall be completed and a decision communicated to the appellant(s) within 30 days of the receipt of the appeal by the Division Superintendent or designee, except that any additional time allowed under (B)(5) for collection and processing of additional information will be added to the 30 days.

APPEAL OF ADMINISTRATIVE DECISIONS

7. A summary of the committee's findings and decision, redacted for personally identifiable student information, will be provided to all School Board members.

B. Exclusions. Complaints not covered by this or any other policy may be brought to the attention of the principal or other administrator for resolution.

[Former Policy 2-20]
Adopted: 2/14/78
Revised: 7/10/84, 9/13/88, 6/22/93, 10/9/01, 11/11/03, 4/25/06, 8/10/10, 2/26/13
Current Revision: 11/29/16

Legal Refs.: Va. Code §§ 22.1-78 and 22.1-253.13:7(C)(6)
Cross Refs.: §§ 6-21, 8-20, 8-29