



# Suspension Appeals Process

## Process for Handling Incoming Inquiries

*Principals are required by law to communicate the appeals process to parents/guardians*

Principals  
Parents  
Guardians  
DCS Guardians  
Unaccompanied Youth  
Authorized Attorneys

### NOTE:

**All Officials within the Office of S.E.E.D. serve district-wide and all serve as Discipline Hearing Authorities, per state law requirements. To ensure the maximum convenience for parents, Officials will conduct the legal due process proceedings at the student's school unless otherwise determined by the Director/Senior Managers of S.E.E.D. Hearings will be video taped and administrators, students, and the parents/guardians must be present.**

**Stage 1-** Parent(s) may request hearings by contacting **Jeannie Parks, Discipline Analysts at 901-416-6709 or 901-416-6007**. Parents who are not in disagreement with the suspension may proceed directly to the alternative school and are not required to have the Discipline Hearing Appeal. **Parent requests must be within 5 days of the suspension date.**

**Stage 2-** standardized hearing times are provided as an option to parents, administrators and Officials (i.e., 8:30am, 10:00am, 10:30 am, and 12:30pm). Standardized times ensure continuity and consistency required to schedule the various hearing requests.

**Stage 3-** Officials and Administrators need to either accept or deny the hearing request as soon as possible. If denied a new hearing request will be scheduled unless the 10 legally mandated days have passed. It is imperative that all administrators respond to hearing requests.

**Stage 4-**The parent is informed of the hearing date and time in writing from the Office of S.E.E.D. If the administrator doesn't respond within 8 hours the parent will be notified of the date and time. Hearings shall be scheduled within 10 days of the suspension.

**Stage 5 -**The hearing will take place on the date and time it is scheduled unless the parent cancels, or emergencies deemed acceptable by the Office of S.E.E.D. occur and are communicated prior to the hearing. Administrators are required to contact Jeannie Parks as soon as possible if they choose to modify or cancel the hearing.