

ADMINISTRATIVE PROCEDURES FOR APPEAL PROCESS

I. PURPOSE:

To provide procedures and general guidelines for an appeal process in the Philadelphia School District Public Schools for decisions made at both the school level and the central office level.

II. RESPONSIBILITY:

The Office of Student Rights and Responsibilities is responsible for reviewing and deciding certain appealable decisions made by school administration and central office staff.

III. DECISIONS THAT CAN BE APPEALED:

1. Disciplinary transfers-transfers made pursuant to a disciplinary hearing
2. Programmatic transfers-transfers for programmatic reasons such as Special education, 504 service agreements or English language learner issues
3. Neighborhood school transfers-transfers back to a neighborhood school at the end of a school year for attendance or grade issues (special admission schools only)
4. School selection-assignments made after the parent completed the school selection process
5. Homelessness designation-transfer to a new school based on student's new address (dispute about whether a student is homeless)
6. Parental exclusion letters-parent is banned from a school building without an appointment as a result of inappropriate behavior
7. Bullying/Harassment findings-after the Administrator investigates an allegation of bullying or harassment, the parent disputes the findings of that investigation

IV. CRITERIA:

In all appeals the factors that the Student Rights and Responsibilities Staff will consider include, but are not limited to: whether the parent met with the school administrator at their child's school; whether all policies and procedures were followed; whether the child's rights were violated; and the health, safety and welfare of the child and the school community.

V. PROCESS FOR APPEALS

A. Where the decision is made

Once a parent receives a decision that is school based, the parent must first meet with the Principal/Principal's designee to discuss the decision. If a parent disagrees with a school's decision based on the criteria listed above, the Principal/Principal's designee will inform the parent how to file an appeal.

The following decisions are made at the school level:

1. Homelessness designation
2. Parental exclusion letters
3. Neighborhood school transfers
4. Bullying/Harassment findings

The following decisions are made at the central office:

1. Programmatic transfers
2. School Selection

If a parent disagrees with a central office decision based on the criteria listed above, the central office staff will inform the parent how to file an appeal.

B. How to file an appeal

For all matters listed above, parents must complete the attached form and submit it within 14 business days of the decision to the Office of Student Rights and Responsibilities either in person at 440 N. Broad Street, and/or by email (parentappeals @philasd.org), along with all relevant documentation received from the school or the central office that made the decision.

In all appeals, a staff member in the Office of Student Rights and Responsibilities will review the appeal form and accompanying documentation. The school and the Assistant Superintendent or relevant central office will also be notified of the decision and if further documentation is required to make a decision, it will be requested from the school or central office that made the decision.

Once all of the documents have been received, the staff member will review all materials and make a decision within 14 business days. There will be no hearing scheduled on the appeal and the decision will be made based upon the documentation submitted. The parent, the school and the Assistant Superintendent will be notified of the decision.

VI. RELATED POLICIES

- 118: Code of Student Conduct
- 206: Assignment Within the District
- 248: Unlawful Harassment
- 249: Bullying/Cyberbullying
- 251: Homeless Students

EFFECTIVE DATE September 8, 2015

The School District of Philadelphia
440 North Broad Street
Philadelphia, Pennsylvania 19130

Appeal Form

Parent/Guardian Name: _____

Address: _____

Name of Student: _____

Date of Birth: _____

SID#: _____

Grade: _____

Telephone Number of Parent:

Cell: _____

Home: _____

Email address of parent:

Name of School:

Name of Office or Person who made the decision:

Please check the reason for your appeal:

- III.1 Disciplinary Transfers
- III.2 Programmatic Transfers
- III.3 Neighborhood School Transfers
- III.4 School Section
- III.5 Homelessness Designation
- III.6 Parental Exclusion Letters
- III.7 Bullying/Harassment Findings

What decision are you appealing?

What outcome are you seeking?

Please attach all documentation that supports the outcome you are seeking:

What other supports does your child receive in school: *(Check appropriate box)*

- 504 Service Agreements
- Individualized Education Plan (IEP)
- School Therapeutic Services (STS)
- English Language Learners (ELL)