

# Mobile County Public Schools Request for a Discipline Hearing

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

DOB: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ SSN: \_\_\_\_\_

School: \_\_\_\_\_

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TO WHOM IT MAY CONCERN:

My child was suspended on \_\_\_\_\_ for the period of time indicated below.  
(Date)

PLEASE CHECK ONE OF THE PERIODS OF TIME OR GIVE THE NUMBER OF DAYS STUDENT IS RECOMMENDED FOR SUSPENSION.

- Long Term Suspension \_\_\_\_\_ (days)
- Long Term Suspension with Alternative Placement (more than 15 school days)
- Expulsion

I am appealing the principal's decision to suspend/expel my child because:

\_\_\_\_\_  
\_\_\_\_\_

What action would you like for the committee to take concerning this suspension/expulsion:

\_\_\_\_\_  
\_\_\_\_\_

*(Requested action/outcome of hearing)*

You will be notified of your scheduled hearing at the address and email below:

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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**You may email or fax this form to:**

Mobile County Public Schools

Student Discipline Appeals

Phone: 221-4255 Fax: 221-5390

Email: [disciplineappeals@mcps.com](mailto:disciplineappeals@mcps.com)

**You may hand deliver this form to:**

Division of Student Support Services- Building A

One Magnum Pass, Mobile, AL 36618

**Please review the information on the back.**

## **How to file an appeal**

- The parent/guardian must complete the Request for a Discipline Hearing.
- The Request for a Discipline Hearing must be filed within two (2) school days of the suspension.
- The parent/guardian must attend the scheduled conference with the school administrator before Discipline Hearing is heard by the Committee.
- The Request for a Discipline Hearing form must be completed.

## **Procedures prior to the hearing (upon receipt of the Discipline Hearing form)**

- The Discipline Secretary will contact the parent/guardian the day before the scheduled hearing to confirm their attendance.
- The parent/guardian and the student shall be present for the hearing.
- The school will send an administrator as a representative, but they will not take part in the decision of the appeal as the school's administrator made their decision at the time of the incident.
- If legal counsel will be present at the hearing, Student Support Services must be notified at least 48 hours in advance to provide the Discipline Committee an opportunity to have legal counsel present.
- The committee will consist of the Director of Student Placement and Discipline or his/her designee and a minimum of two committee members approved by the Superintendent.

## **What will be discussed during a Discipline Hearing**

- The student's **complete** discipline history and grades.
- The student will be given an opportunity to explain his/her involvement, defend his/her actions, and question adverse witnesses.
- The committee members will be provided an opportunity to ask questions.
- The school's representative may speak regarding the school's policies and procedures.
- The parent/guardian will be provided an opportunity to address the committee.
- For the **suspension appeal** hearing, the meeting will be adjourned and the committee will render a decision which will be submitted to the Superintendent for final approval. The parent/guardian will receive a letter, once the final approval is received, with information regarding the committee's decision. The letter will be sent within five (5) school days after the hearing is held.
- At the conclusion, the parent/guardian may request an electronic record of the hearing.

## **What will not be discussed during a Discipline Hearing**

- The committee cannot discuss other students who were involved in the incident and/or the disciplinary actions taken regarding other students.
- Any other suspensions in the student's discipline history other than the one that is being appealed. The discipline history will be read, however, the incidents will not be discussed.
- Any verbal attacks or derogatory remarks against the administrator or the faculty.