

PROCEDURES FOR APPEAL PROCESS

I. PURPOSE:

To provide procedures and general guidelines for the appeal process in the School District of Philadelphia. These processes are applicable 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 investigating decisions made by school and/or central office staff to determine if the decision was made in accordance with school district policies, procedures, and protocols.

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 reporting inaccurate residency information to the school, moving out of the neighborhood catchment, or gaining admission to a school without an approved transfer through a district approved process or procedure. (special admission schools only)
4. School selection- assignments made after the parent completed the school selection process. We will not reconsider wait list decisions or a disapproval to a school because the applicant does not meet the designated criteria for that school.
 - *English Learners - All student Advocacy Folders for English learners must contain supporting documentation that demonstrates the student can participate successfully given reasonable accommodations. Office of Multilingual Curriculum and Programs will review all of those students who have been disapproved to ensure that the supporting documents have been thoroughly considered by the school regarding the reasonable accommodations the school must provide in order for the student to be successful.
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 as a result of inappropriate behavior
7. Bullying/harassment findings- after the school 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:

1. Whether the parent met with the school administrator at their child's school
2. Whether all policies and procedures were followed
3. Whether the child's rights were violated

4. The health, safety and welfare of the child and the school community.

V. PROCESS FOR APPEALS

1. Once a parent receives a decision that is made at the school level, the parent **MUST** first meet with the Principal/Principal's designee to discuss the decision. If a parent disagrees with the school's decision, 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

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.

The following decisions are made at the central office:

1. Programmatic transfers
2. School Selection
3. Disciplinary Transfers

2. How to file an appeal

For all matters listed above, parents must complete the attached form and submit it within 15 calendar days of the decision to the Office of Student Rights and Responsibilities either in person at 440 N. Broad Street, Floor 2, 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 form and accompanying documentation. 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 21 calendar days. There will be no hearing scheduled and the decision will be made based upon the documentation submitted. The parent and the school will be notified of the decision. The Assistant Superintendent and/or relevant central office departments will also 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: August 27, 2018

APPEAL FORM

Parents and guardians of school district students have the right to appeal decisions made at the school or central office level, as outlined in the attached procedures. In order to complete an appeal, complete both pages of this form and submit it, in person, at 440 N. Broad Street, Suite 243, or by email to parentappeals@philasd.org

Date: _____

Parent/Guardian Name: _____

Address: _____ Zip Code _____

Phone Number: _____ Additional Number: _____

Parent email address: _____

Name of Student: _____ Student DOB: _____

Name of Current School: _____ Current Grade: _____

Student Identification #: _____

Does your child currently receive any of the following supports? (Check appropriate box)

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

Please check the type of decision you are appealing:

- Disciplinary Transfer
- Programmatic Transfers
- Neighborhood School Transfers
- School Selection
- Homelessness Designation
- Parental Exclusion Letters
- Bullying/Harassment Findings

Name of the Office or Person who made the decision (include a copy of the letter you received):

What decision was made?

What outcome are you seeking?

Note: To complete this appeal, attach all documentation that supports the outcome you are seeking (For example, school selection requests should include the 7th grade report card and standardized test scores).