

COLUMBUS MUNICIPAL SCHOOL DISTRICT

A Request for A Due Process Hearing for Short Term Suspension (10 Days or less)

If the parent, guardian, or custodian feels aggrieved by the suspension of their student, they have a right to a due process hearing before a Discipline Appeals Committee and will have **five (5) school days** from the mailing or receipt of this notice to request such a hearing. A hearing shall be set no later than seven (7) school days after the receipt of the request for a hearing by the Assistant Superintendent's office.

I, the undersigned parent, guardian or other person having custody of this student feels that the Code of Conduct was unfairly applied to my child and wish to request a Due Process Hearing before a Discipline Appeals Committee.

Student Name: _____

Grade: _____ School: _____

Number of days suspended: _____

Suspended by: _____

Student Address: _____ Zip: _____

Guardian Name and Home Phone Number: _____

Guardian Work Phone Number: _____

Signature: _____

Parent, Guardian or Custodian Name and Phone #

I feel that the board policy is unfair and should be revised. I understand this is not a function of the appeals process but someone from the District Central Office will contact me to discuss this matter.

Signature: _____

Parent, Guardian or Custodian Name and Phone #

Mail this form to:

Columbus Municipal School District
Attn: Assistant Superintendent for Instruction
P.O. Box 1308
Columbus, MS 39703-1308

Or deliver this form to:

Columbus Municipal School District
Office of the Assistant Superintendent
Brandon Central Services Center
2630 McArthur Drive Columbus, MS 39705