

# REPORTING VIOLATIONS

All SCSD personnel who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. School personnel who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor.

Any student observing another student in possession of a weapon, alcohol or illegal substance on school property or at a school function is encouraged to report this information immediately to any staff member or administrator. The school principal or designee will consult with local law enforcement regarding violations that constitute a crime.

Notification to law enforcement may be made by telephone, followed by a letter mailed on the same day as the call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

## APPEALS PROCESS

If, following a superintendent's hearing, a student has been found guilty of violating the district code of conduct, the student's parent or guardian can appeal the decision and penalty. To appeal the superintendent's decision, the parent or guardian must:

- Make the appeal to the board of education in writing within 30 days after receiving the written decision from the superintendent.
- Submit the letter to the Schenectady City School District Clerk of the Board.

If the appeal to the board of education is denied, the parent or guardian may appeal the decision to the New York State Commissioner of Education within 30 days from the time the decision is received. To do so, the parent or guardian must file and serve a notice of petition, a petition, and any supporting affidavit(s). New evidence may not be submitted in support of an appeal.

If the petition is denied, the decision can be reviewed by a New York State court.

A student cannot be punished for filing an appeal.

## COMPLAINT PROCEDURES

Students and parents have the right to file a complaint if they believe that there has been a violation of their due process rights have been violated.

### PROCESS FOR MAKING A COMPLAINT

- 1) Any student or parent with a concern about a discipline-related decision or response should discuss the concern with the person who made the decision.
- 2) If the student or parent is not satisfied, a verbal or written complaint should be made to the school principal.
- 3) If the student or parent is still not satisfied, they should contact the assistant to the superintendent.
- 4) If the student or parent is still not satisfied after following the above chain of contact, the superintendent should be contacted.

If a complaint is submitted through Let's Talk, it will be directed to the appropriate person for handling.

Complaints can be made through the SCSD's "Let's Talk." You can access "Let's Talk" from the SCSD website at [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us)

