

# BROWARD COUNTY PUBLIC SCHOOLS DISCIPLINARY APPEALS FLOWCHART

STUDENT ACCUSED APPEALS	STAFF ACCUSED APPEALS		
	ACCUSED IS NON-INSTRUCTIONAL STAFF	ACCUSED IS INSTRUCTIONAL STAFF	ACCUSED IS PRINCIPAL OR ADMINISTRATOR
<b>Level 1 Appeal:</b> School Principal	<b>Level 1 Appeal:</b> <ul style="list-style-type: none"> <li>District based - employee's administrative supervisor</li> <li>School based - principal</li> </ul>	<b>Level 1 Appeal:</b> <ul style="list-style-type: none"> <li>District based - employee's administrative supervisor</li> <li>School based - principal</li> </ul>	<b>Level 1 Appeal:</b> <ul style="list-style-type: none"> <li>District based – Department Director</li> <li>School based principal – Regional/ Associate Superintendent</li> </ul>
<b>Level 2 Appeal:</b> Regional/Associate Superintendent	<b>Level 2 Appeal:</b> <ul style="list-style-type: none"> <li>District based – Department Director</li> <li>School based – Regional /Associate Superintendent</li> </ul>	<b>Level 2 Appeal:</b> <ul style="list-style-type: none"> <li>District based – Department Director</li> <li>School based – Regional /Associate Superintendent</li> </ul>	<b>Final Determination Level 2 Appeal:</b> Director of Talent Acquisition & Operations for Non-Instructional
<b>Final Determination Level 3 Appeal:</b> The Superintendent/designee Executive Director, Office of Student Services	<b>Final Determination Level 3 Appeal:</b> Director of Talent Acquisition & Operations for Non-Instructional	<b>Final Determination Level 3 Appeal:</b> Director of Talent Acquisition & Operations for Instructional	

### FOR ALL APPEALS REGARDLESS OF ACCUSED BEING STAFF OR STUDENT

- All appeals will be made by the appealing party in writing within five days.
- Days refers to school days for school-based staff and workdays for District staff.
- Investigations will be completed within five days from receipt of the appeal at all appeal levels.
- Upon completion, the appealing party will be notified in writing of the appeal's results by the investigating party.
- Although the Superintendent and Director of Talent Acquisition & Operations may designate staff to conduct the appeal, the request for appeal is to be given to the Superintendent and Director of Talent Acquisition & Operations respectively, not the designees.
- With staff appeals, if at any point during the appeal the accused initiates arbitration or grievance procedures, the appeals process is supplanted.
- With student appeals, consequences and the Hope Scholarship are not held in abeyance during appeal.
- Employees wishing to file a complaint of harassment, sexual harassment, discrimination and/or bullying based on a protected category listed in Federal and State Laws, Local Regulations and/or School Board Policy 4001.1, are to be referred to the Department of EEO/ADA Compliance.