

# 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> District based - employee's supervisor School based - principal	<b>Level 1 Appeal:</b> District based - employee's supervisor School based - principal	<b>Level 1 Appeal:</b> District based - SLT Leader School based principal OSPA
<b>Level 2 Appeal:</b> OSQ	<b>Level 2 Appeal:</b> District based - SLT Leader School based - OSPA	<b>Level 2 Appeal:</b> District based - SLT Leader School based - OSPA	<b>Final Determination Level 2 Appeal:</b> Chief of Staff/designee Director of Talent Acquisition & Operations for Non-Instructional
<b>Final Determination Level 3 Appeal:</b> The Superintendent/designee Chief Student Support Initiatives & Recovery	<b>Final Determination Level 3 Appeal:</b> Chief of Staff /designee Director of Talent Acquisition & Operations for Non-Instructional	<b>Final Determination Level 3 Appeal:</b> Chief of Staff/designee 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 5 school days.
- Investigations will be completed within 5 school days from receipt of the appeal at all appeal levels.
- The appealing party will be notified in writing of the appeal results by the investigating party after the investigation is completed.
- Although the Superintendent and Chief of Staff may designate staff to conduct the appeal, the request for appeal should be given to the Superintendent and Chief of Staff, 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.
- Employees or students wishing to file a complaint of 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.

**KEY:** OSPA = Office of School Performance & Accountability, OSQ = Office of Service Quality,  
SLT = Senior Leadership Team