CUSD Fine Appeal Process

**Appeal Process (if requested by parent):**

1. If a parent requests for the fine to be reconsidered/reevaluated, the site librarian will refer the parent to the [CUSD Fine Appeal Form](http://tinyurl.com/cusdfineappeal).
2. If the parent completes the CUSD Fine Appeal Form, the lead librarian will forward the fine information and the completed form to the following site administrator at the student’s school site:
* Silver Strand Elementary:
	+ Jenny Moore, jmoore@coronadousd.net (principal, no site AP)
* Village Elementary School: Julia Braga
	+ Julia Braga, jbraga@coronadousd.net
* Coronado Middle School:
	+ Brooke Barto, bbarto@coronadousd.net
* Coronado High School:
	+ Wendy Lewis (A-K students), wlewis@coronadousd.net
	+ Tim Kusserow (L-Z students), tkusserow@coronadousd.net
1. The assigned administrator will arrange a meeting/call with the parent to determine if the fine will be waived and/or if additional support needs to be provided. Fine waivers will be granted using the following guidelines except in special circumstances:
* 1st Appeal Request: 100% waived
* 2nd Appeal Request: 50% waived
* 3rd Appeal Request: 0% waived
1. The assigned administrator will notify the lead library media technician of the fine appeal decision. The lead library media technician will adjust the fine in Follett accordingly.
2. In cases where further escalation is needed, the assigned administrator will coordinate communication with the deputy superintendent.