

**PARENT/PATRON APPEAL OF SCHOOL LEVEL DECISION AND/OR
REQUEST FOR FORMAL REVIEW/EVALUATION**

This form is provided to facilitate the implementation of the policy on "Appeal of a School Level Decision or Request for a Formal Review/Evaluation." It provides a systematic and documented way for a parent/guardian/patron to appeal decisions made by school staff members or through which they may initiate a formal review/evaluation of an educator for a perceived significant act(s) as outlined in the policy. The problem/cause or decisions affecting this request should be briefly stated, dated and signed at each step. Additional signed and dated statements and information may be attached. Please pay particular attention to time limitations indicated.

Step A. Parent/guardian/patron, please describe the problem and/or request. It must be filed within 20 working days of the school level decision being appealed or the occurrence of the event(s) upon which the concern is based. It must be presented to the educator/employee concerned. A meeting will be scheduled within 10 working days to solve the problem in good faith at the lowest level.

Statement of the problem:

Parent/Patron Signature

Date

Step B. If the parent/guardian/patron and educator/employee are unable to work out the problem described in step A, the educator/employee will describe in writing below, why an agreement was not reached and sign and date it. They will give the original of this form to the parent, give a copy to his/her principal/supervisor and keep a copy for themselves. The parent/guardian/patron must submit this form to the principal/supervisor within 5 working days where further appeal is necessary.

Educator/Employee Signature

Date

Step C. Within 15 working days of the time it is submitted to him/her including the time it takes for appropriate investigation or evaluation, the principal/supervisor or designee will then conduct a hearing concerning the matter. If, after the hearing, an agreement is not reached, the principal/supervisor will make a decision and state the reasons for it below (attach additional information if needed), sign and date it and give the original to the complainant after making copies for the school file.

Principal/Supervisor Signature

Date

Step D. Upon failing to reach a satisfactory solution to the problem with the principal/supervisor, the parent/guardian/patron may file the request with the superintendent. This must be done within five working days of receipt of the principal/supervisors decision. The Superintendent or designee will investigate or hear the case at his/her discretion, will state his/her decision below, sign and date it and return it to the individual making the appeal. The Superintendent will make copies for all concerned.

Superintendent Signature

Date

Step E. If the parent/guardian/patron is not satisfied with the superintendent's decision, the request may be submitted within 5 working days of receipt of the Superintendent's decision to the Board of Education, through the Superintendent. The Board will investigate, review, and at its discretion, rehear the request. The Board will render its decision in writing signed and dated by the Board President. The decision of the Board is final and compliance is expected from all parties. All parties will receive written copies of the decision which will be effective on the signing date, and if not appealed to a court of Competent Jurisdiction within 30 calendar days of signing, shall be final and non-appealable.

Board President Signature Date

The original of this form and copies of any attachments will be kept on file by the Director of Personnel at the District Office. Copies may be had by the individuals affected by the decisions made.

Approved: 7-22-92