

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

In order to provide a due process procedure whereby a parent or patron may have opportunity to appeal a local decision or request a review/evaluation for behavior perceived by them to be in significant violation of a district policy, use of foul, abusive or demeaning language or the use of pornographic language, media or materials, the following procedure will be implemented. The district or any of its schools or departments will place a notice in a prominent place near the main office, informing the public of these procedural rights. The notice shall also be included in any publication outlining the rules and regulations of the school. In addition the principal, educators and other employees will make a conscious effort to inform parents/patrons of the procedure as is appropriate. The procedure will be as follows:

Preliminary expectation:

- A. The parent/patron is expected to visit the educator/employee, at the earliest possible time to discuss informally the concern/incident that is perceived to be a problem and seek to come to a satisfactory informal resolution.
- B. If a satisfactory informal resolution is not forthcoming, the individual will then approach the principal/supervisor for resolution.
- C. If, thereafter, the parent/patron feels they need to formally appeal the school level decision or to initiate a formal review/evaluation, they may do so through the use of this procedure.
- D. If the parent/patron, for significant reasons, feels they cannot approach the educator/employee directly they may begin this process at Step C.
- E. The parent/guardian/patron and the District will, in good faith, try to work out the problem and reach a solution. Each individual involved will advance the process from Step to Step within the time limits and following the procedure outlined on the form (#KLD-E).

Responsibility of the Parent/Guardian/Patron:

1. Time Constraint: The individual who wishes to appeal a decision made at the school or initiate a review/evaluation must begin the formal procedure within twenty work days from the last school level decision or alleged occurrence of the act(s) or condition(s), whichever is appropriate, upon which the appeal is based.

2. Written Statement Required: A written statement must be filed detailing the nature of the problem/event/request on the form provided (see form KLD-E).

Responsibility of the Educator or other employees (includes teachers counselors psychologists, speech pathologists, media/librarians, custodians, secretaries, drivers, etc.):

1. Formal Request: The educator/employee is obligated within 10 days of receipt of this formal request to provide an opportunity to discuss the problem/concern with the parent/patron and the student if requested, and to receive and respond to any written statement presented.
2. Reporting the Action: If the disagreement exists as a result of an action or a decision by the educator/employee and they and the parent/patron are able to informally resolve this difference, the educator/employee must file a written statement of the resolution with the principal/supervisor. This statement is to preserve a record of all resolutions.
3. Documenting the Action: If an agreeable informal resolution is not achieved, the educator/employee will, on step B of the original form (#KLD-E), outline in writing the reasons why a resolution was not achieved and sign the form. The educator/employee will keep a copy, give a copy to the principal/supervisor and return the original to the parent/patron.

Responsibility of the Principal/Supervisor:

1. Formal Hearing: Upon receipt of the formal statement of the problem (form #KLD-E) the principal/supervisor or his designee is obligated to meet within 15 working days with the parent/guardian/patron for a formal hearing.
2. Action on Decision: If an agreement is reached, the principal/supervisor will notify all parties and will implement it. A statement of the resolution will be filed with the District Personnel Office.
3. Documentation Required: If an agreeable solution is not reached, the principal/supervisor will attach his/her decision to that of the educator/employee, sign and date it (step C) and give the original form to the parent/guardian/patron, retaining copies for his/her file.

Responsibilities of the Superintendent or designee:

1. Executive Decision: Upon receipt of the form containing the statements completed to this point and any attachments thereto, the superintendent or designee will review all actions taken, investigate or her the matter at his/her discretion then make a decision in writing and notify all parties.

2. Required Action: The superintendent will return the original form (KLD-E) to the parent/guardian/patron, keep a copy for the District records and will implement compliance with the decision.
3. Advancing Request to the Board: If the parent/guardian/patron requests through the superintendent, a hearing before the Board of Education, the Superintendent shall advance the request to the Board of Education.

Responsibility of the Board of Education:

1. Board Review and Decision: After reviewing all matters pertaining to the request, the Board will make a final decision and all parties will be expected to comply with that decision. The Board will not make a decision until both the positions of the school personnel involved in the matter and those of the parent/guardian/patron have been investigated, reviewed and, at the discretion of the Board, reheard before them. In any such hearing notice, the right to council, the right to confront witnesses and cross examine them shall apply. In situations where the possibility exists that items of a sensitive nature concerning any of the people involved in the situation may surface, the Board in accordance with the Sunshine Act may elect to conduct the hearing in closed session. The Board will render it's decision in writing, signed and dated by the Board President. The original will be kept in the District Office, and all parties will receive written copies.

Approved: 7/22/92