

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

A parent/patron procedure will be maintained by the District in order to provide a system by which individuals can request a formal review/evaluation or reconsideration of a decision/condition concerning their student(s) at the school level. This policy is designed to secure at the lowest possible level, an equitable solution to any disagreement or significant concern which may arise. The procedure is outlined in five distinct responsibility levels as described in the attached administrative procedure and five sequential steps as described in the exhibit. Any time the proper response for each step has not been made within the specified time, it will be deemed that an agreeable solution has been achieved. The procedure outlines certain steps which a parent/guardian or patron must follow in order to gain redress of a school-based decision or practice relating to a documentable violation of a District policy, the use of foul, abusive or demeaning language or the use of pornographic language, media or materials. It is the parent/guardian or patrons responsibility to follow the procedure until satisfactory solutions are achieved. The decision made by the school principal/supervisor will stand, unless modified on appeal as spelled out in this policy/procedure.

Approved: 7-22-92

**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.

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**PARENT/PATRON APPEAL OF SCHOOL LEVEL DECISION AND/OR
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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.

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