

## **Gifted and Talented**

### **STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS**

The purpose of this policy is to secure at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints. Except as provided below, all student or parent complaints shall be presented in accordance with this MISD policy - FNG (Local).

#### **CERTAIN COMPLAINTS:**

Complaints regarding certain topics are addressed by specific policies or other documents that modify this complaint process or require an alternative process:

1. Discrimination on the basis of gender or ethnicity
2. Sexual abuse or sexual harassment of a student
3. Loss of credit on the basis of attendance
4. Teacher removal of a student for disciplinary reasons
5. Removal of a student to a disciplinary alternative education program
6. Expulsion of a student and the Student Code of Conduct
7. Identification, evaluation, or educational placement of a student with a disability within the scope of Section 504
8. Identification, evaluation, or educational placement of a student with a disability within the scope of IDEA and the parents' rights handbook provided to parents of all students referred to special education
9. Instructional materials
10. On-campus distribution of non-school materials to students and
11. Complaints against District peace officers

#### **GENERAL PROVISIONS:**

Unless otherwise provided by a policy referenced above, students or parents shall be entitled to informal conferences with administrators to resolve their complaints. In most circumstances in which a complaint involves a problem with a teacher, the student or parent shall be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One. The student may be represented by an adult at any level of the complaint. For purposes of this policy, "days" shall mean calendar days. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

#### **LEVEL ONE:**

A student or parent who has a complaint shall request a conference with the principal within 15 days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall hold a conference with the student or parent within seven days of the request. The principal shall have seven days following the conference within which to respond.

#### **LEVEL TWO:**

If the outcome of the conference with the principal is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may request a conference with the Superintendent or designee. The request must be filed within seven days following receipt of a response or, if no response is received, within seven days of the response deadline. The Superintendent or designee shall hold the conference within seven days after receiving the request. Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes the student's or parent's signed statement of the complaint, any evidence in its support, the solution sought, and the date of the conference with the principal. The Superintendent or designee shall have seven days following the conference within which to respond.

#### **LEVEL THREE:**

If the outcome of the conference with the Superintendent or designee is not to the student's or parent's satisfaction or if the time for a response has expired, the student or parent may submit to the Superintendent or designee a request to place the matter on the agenda of a future Board meeting. The

request shall be in writing and must be filed within seven days of the response or, if no response is received, within seven days of the response deadline. The Superintendent shall inform the student or parent of the date, time, and place of the meeting. The presiding officer shall establish a reasonable time limit for complaint presentations.

The District shall make an audiotape record of the Level Three proceeding before the Board. The Board shall hear the complaint and shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

**CLOSED MEETING:**

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.