

Appeals Procedures Handbook



Richardson Independent School District

RISD staff strives to provide an exemplary educational environment for every student with the goal that each student's experience is rewarding and trouble-free. The district recognizes, however, that concerns may arise from time to time. When they do, a student or his or her parent should discuss the matter directly with the appropriate teacher or administrator to attempt to informally resolve the concern or conflict. If informal measures are not successful, the district provides formal grievance procedures that may be used to address the concern. RISD maintains some specific grievance or appeal procedures for particular topics. If the subject matter of the complaint is not covered by a specific appeal procedure, the appeal may be brought under the general student/parent complaint policy [FNG (Local)]. The goal of the appeal procedure is to promptly resolve a concern at the lowest level possible. Specific timelines apply to each appeal procedure. A student or parent's failure to assert a complaint within any applicable timelines waives the right to assert the complaint in a formal grievance. The superintendent or designee may develop guidelines to facilitate the grievance process. On the following pages are summary diagrams for the various appeal procedures that are provided for ease of reference. The actual board policy takes precedent in the event of a discrepancy.

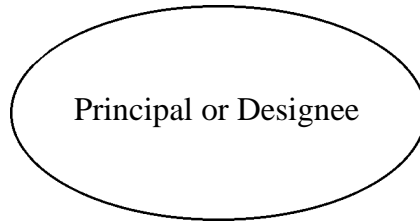
APPEALS PROCESS FOR INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

PROCEDURE:

Request for reconsideration of materials in question should be addressed by the principal or designee.

If questioner (any resident) formally challenges, principal provides copy of policy and EFA (Exhibit) to questioner.

Questioner completes forms, signs and returns to principal. Principal completes building report on reconsideration of instruction materials form.



EXAMPLE OF ACTION:

Explain the selection procedure and the role questionable materials play in the educational program.

Principal delivers request for reconsideration to person making a formal challenge if complainant is not satisfied.

PROCEDURE:

Forms completed by the complainant and principal are submitted to the director of Library Media Services who shall convene the Reconsideration Committee.



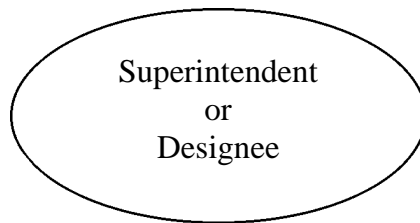
EXAMPLE OF ACTION:

Establish District Reconsideration Committee to meet with concerned persons, review instructional material and render a decision. Director of

Library Services communicates decision to principal and person filing reconsideration request.

PROCEDURE:

Within seven (7) days of receipt of the District Reconsideration Committee's decision, submit request for appeal to the superintendent/designee. The superintendent or designee shall hear the complaint with seven (7) days after written request is filed.

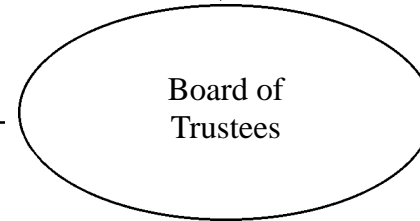


EXAMPLE OF ACTION:

The superintendent shall review original complaint, decision of District Reconsideration Committee, and report of the building principal.

PROCEDURE:

Within seven (7) days of receipt of the superintendent designee's decision, submit to the superintendent a written request to place the matter on the agenda of a future board meeting.



EXAMPLE OF ACTION:

Sustain, overturn, or modify the decision of the superintendent/designee.

Note: Materials can be challenged by a parent of a district student, employee or other resident (EFA) (REG).

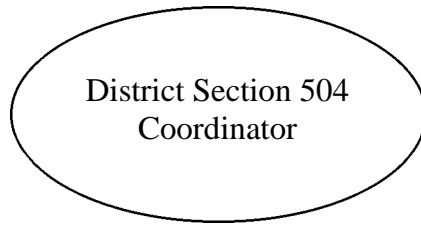
Challenged instruction materials continue in use until final decision is rendered.

Reference Board Policy EFA (LOCAL) (EXHIBIT); FND (Local)

APPEAL PROCESS FOR SECTION 504

PROCEDURE:

Parents who disagree with the decision of a Local Campus Section 504 Committee may file a written complaint with the district's Section 504 coordinator within 15 days of the Local Campus Section 504 Committee decision.

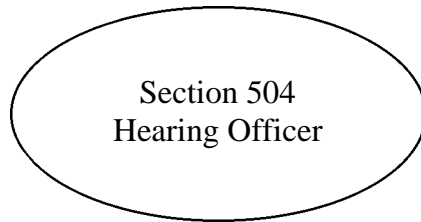


EXAMPLE OF ACTION:

The district Section 504 coordinator reviews the local campus Section 504 procedures, the decisions relating to the student, and gathers additional information from the school and family. Based on the investigation, the district Section 504 coordinator makes recommendations for corrective action to the local campus administrator and Section 504 Committee or supports the local campus decisions.

PROCEDURE:

Parents who disagree with the district Section 504 coordinator's decision may request a due process hearing by an impartial 504 hearing officer. This request is made to the district Section 504 coordinator.



EXAMPLE OF ACTION:

The district Section 504 coordinator arranges the Section 504 Due Process Hearing. The hearing officer can sustain or overturn the district's decisions.

APPEALS PROCESS FOR DENIAL OF CREDIT FOR EXCESSIVE ABSENCES

PROCEDURE:

The student or parent may submit a written request to the Attendance Committee requesting award of credit. The committee will review the student's attendance records regardless of whether a petition is filed and shall determine whether to award credit.

A petition for credit may be filed at any time after a student receives notice of excessive absences, but it must be received no later than thirty (30) days after the last day of classes for the semester in question.

PROCEDURE:

Within seven (7) days of receiving the appeals committee's decision, submit to the superintendent/designee a written request for appeal.

Petition for credit may be filed at any time after a student receives notice of excessive absences, but it must be received no later than thirty (30) days after the last day of classes for the semester in question.

PROCEDURE:

Within seven (7) days of receiving the superintendent/designee's decision, submit to the superintendent a written request to place the matter on the agenda of a future board meeting.

EXAMPLE OF ACTION:

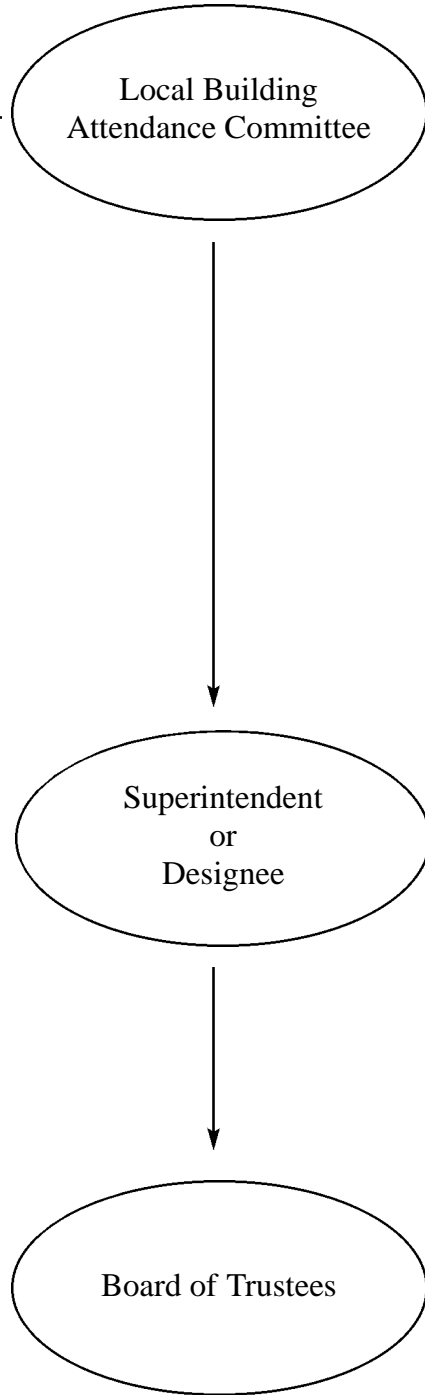
The committee may award or deny credit, or impose conditions for the award of credit: (e.g.) complete additional assignments as specified by the committee; attend tutorial sessions as scheduled; maintain the attendance standards for the rest of the semester; take examination to earn credit in accordance with EEJA. In all cases, the student must earn a grade of 70+ in order to receive credit.

EXAMPLE OF ACTION:

Sustain the actions of the committee. Overturn the action of the committee. Modify the action of the committee.

EXAMPLE OF ACTION:

Sustain the actions of the superintendent. Overturn the actions of the superintendent. Modify the actions of the superintendent.



APPEAL PROCESS FOR SCHOOL-SPONSORED PUBLICATIONS

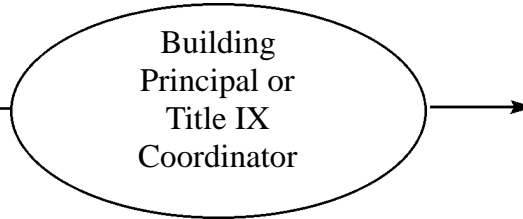
ALL PUBLICATIONS EDITED, PRINTED, OR DISTRIBUTED IN THE NAME OF, OR WITH, DISTRICT SCHOOLS SHALL BE UNDER THE CONTROL OF THE SCHOOL ADMINISTRATION AND THE BOARD.

STUDENTS WHO HAVE A COMPLAINT REGARDING THE PROCEDURE OR A PROFESSIONAL DECISION AFFECTING THE CONTENT OR STYLE OF A SCHOOL-SPONSORED PUBLICATION SHALL PRESENT THE COMPLAINT IN ACCORDANCE WITH BOARD POLICY FNG (LOCAL).

APPEALS PROCESS FOR SEXUAL HARASSMENT/SEXUAL ABUSE

PROCEDURE:

A student or parent who has a complaint alleging sexual harassment by another student(s) or by an employee may request a conference with principal, principal's designee or the Title IX coordinator.

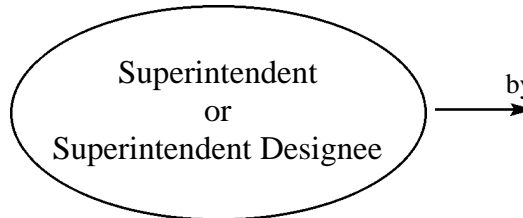


EXAMPLE OF ACTION:

The principal, the principal's designee or Title IX coordinator will initiate and take prompt action to investigate.

PROCEDURE:

If the resolution of the complaint is not satisfactory, a parent or student, within ten (10) school days, may request a conference with the superintendent or designee.

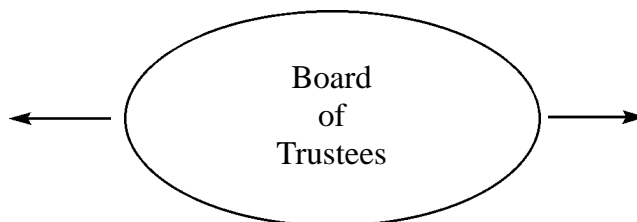


EXAMPLE OF ACTION:

Sustain the actions taken by principal, principal's designee or Title IX coordinator; overturn the action; modify the action.

PROCEDURE:

A parent request that the complaint be heard by the board of trustees at the next regular meeting.



EXAMPLE OF ACTION:

Sustain the action of the superintendent; overturn the action of the superintendent; modify the action of the superintendent.

APPEALS PROCESS: STUDENT RIGHTS & RESPONSIBILITIES, STUDENT & PARENT COMPLAINTS

A student who is aggrieved by an action or decision of district personnel or an action or decision of the board, may seek relief through appeal from such action or decision.

PROCEDURE:

A student or parent who has a complaint shall request a conference with the principal within fifteen (15) days of the time of the event(s) causing complaint. The principal shall schedule and hold a conference with the student or parent within seven (7) days of the request.

If the parent or student is not satisfied with the principal's decision, he or she may appeal to the superintendent or designee within seven (7) days and shall submit a written complaint. The Superintendent or designee shall hold a conference within seven (7) days after receiving the request.

If still dissatisfied with the outcome, the student or parent may submit written request to the superintendent to place the matter on the agenda for a future board meeting.

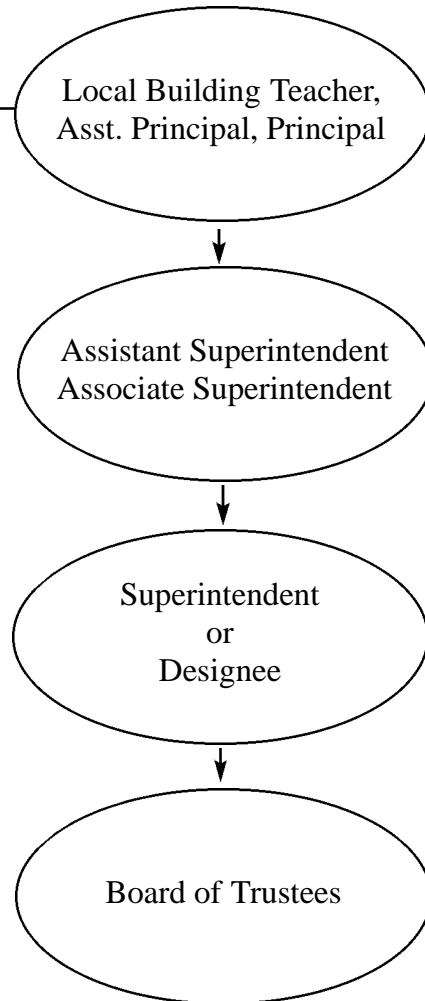
The Board shall hear the complaint, and take action as appropriate.

The district may, at its discretion, omit any or all appeal levels through the first three levels above.

*Reference Board Policy FNG
(LOCAL)*

EXAMPLE OF ACTION THAT COULD BE TAKEN AT EACH LEVEL:

- Uphold the decision
- Modify the decision
- Overturn the decision



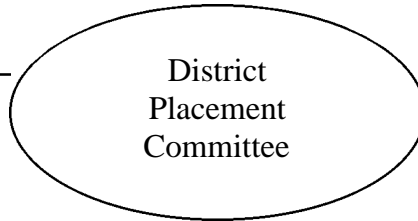
APPEALS PROCESS: IDENTIFICATION, EVALUATION, PLACEMENT, AND/OR PROGRAMMING FOR A STUDENT WITH A DISABILITY REQUIRING SERVICES THROUGH SPECIAL EDUCATION

FORMAL APPEAL AND DISPUTE RESOLUTION PROCEDURES RELATING TO STUDENTS WITH DISABILITIES ARE EXPLAINED IN DETAIL IN THE EXPLANATION OF RIGHTS AND PROCEDURAL SAFEGUARDS OF A PARENT WITH A CHILD WITH DISABILITIES IN SCHOOLS.

APPEALS PROCESS FOR GIFTED AND TALENTED

PROCEDURE:

No later than six (6) weeks after the date of the placement decision, a parent may appeal the decision by submitting a written request for hearing by the District Placement Committee. Send request to the coordinating director of Advanced Academic Studies.

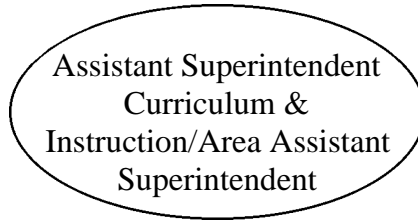


EXAMPLE OF ACTION:

District Placement Committee may uphold the original placement decision, request additional testing, or order conditional placement in the REACH program.

PROCEDURE:

A parent may appeal the decision of the District Placement Committee by filing a written request for conference with the assistant superintendent for Curriculum and Instruction and the area assistant superintendent. The request must be filed within seven (7) days after the date of the District Placement Committee's decision.



EXAMPLE OF ACTION:

Uphold or overturn placement.

If the matter is not resolved after meeting with the assistant superintendent for Curriculum and Instruction and area assistant superintendent, the placement may be appealed under Board Policy FNG (LOCAL) beginning at Level II. A request for appeal must be made within seven (7) days after receiving the assistant superintendents' decision.

RELIGIOUS PRACTICES

FORMAL COMPLAINT ABOUT RELIGIOUS PRACTICES OF THE DISTRICT MAY BE SUBMITTED THROUGH
BOARD POLICY FND (LOCAL)

APPEALS PROCESS FOR DISCIPLINARY ACTION UNDER STUDENT CODE OF CONDUCT

THE PROCEDURE FOR APPEALING DISCIPLINARY DECISIONS ARE SET OUT IN DETAIL IN THE
STUDENT CODE OF CONDUCT.

Richardson Independent School District
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