

Leland and Gray • Complaints Procedures

April 18, 2011

G06-R

To be used when a parent/guardian, student, or community member has a complaint about educational issues at Leland and Gray.

School Procedures

1. A parent/guardian, student, or community member who has a complaint about educational issues will report the concern to the principal.
2. The principal or his/her designee will contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school district and/or the library media center. The principal will encourage the complainant to address the concerns directly with the faculty involved and seek informal resolution.
3. If the complaint is not resolved informally, the complainant will be supplied a packet of materials consisting of the following:
 - a. the course's instructional goals and objectives
 - b. the school's goals and/or action plan
 - c. the procedure for handling objections
 - d. the standard printed form for complaints on instructional lessons or course materials
4. If the formal request for reconsideration has not been received by the Principal within two weeks, the issue will be considered closed. If the request is returned, the reasons for selection of the specific teacher's lesson or published work shall be re-established by the appropriate faculty member(s).
5. No questioned lesson or materials will be omitted or removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, the teacher may, at the request of a parent, make an alternative assignment for an individual student.
6. If the complainant is dissatisfied with the outcome of the review of the complaint, he or she may ask to have the complaint heard by Superintendent and, if dissatisfied with this result, then ultimately heard by the School Board.

Leland and Gray Union Middle and High School
Instructional Lessons or Materials Complaint Form

Your Name (print) _____ (signature) _____ Date _____

You are a (circle one): Student Parent/Guardian Community Member Other _____

Please describe the instructional lesson or course or library materials that concern you. Be sure to include, if applicable, the grade level(s), courses, and teachers involved.

Why does this concern you? What do you feel is the impact on your student or the school overall?

Have you discussed this concern with your student or the teacher(s) involved? Please explain.

What alternatives do you suggest to this instructional lesson or materials?

Please submit this form to the principal in Leland & Gray's main office as soon as possible for prompt resolution.