

Book Policies
Section Chapter 2: Board of Trustees Governance and Operations
Title Complaint Procedure for Violations of Chapter 9, Section 16
Code Section 10
Status
Legal W.S. § 21-3-135
Adopted
Last Revised
Prior Revised

Article IV
Complaint Procedures for Violations of Chapter 9, Section 16

Parents are encouraged to address any concerns regarding compliance with the District's Parental Rights in Education Policy (see the District's Board Policy Chapter 9, Section 16) with the School Administrator. If a parent believes that school district staff violated the Parental Rights in Education Policy with respect to their own student, the parent may file a written complaint with the Superintendent, within ten (10) business days of the alleged violation.

The complaint must include:

- The name and contact information of the parent and the student;
- The date and description of the violation; and
- Any relevant documentation.

The Superintendent shall acknowledge receipt of the complaint in writing within seven (7) business days from the date of receipt, or within seven (7) days of the postmark if the complaint is sent by U.S. Postal Service. The Superintendent will review the complaint and any associated documentation and may request additional information or

evidence from the parent and applicable district staff. The Superintendent will make a decision on the complaint and will notify the parent or guardian and the school or district staff of the decision in writing within thirty (30) calendar days after the written notice of receipt.

If the parent is aggrieved by the Superintendent's decision, they may submit a written request for a hearing to the Board Chair. Any request for hearing must be received within ten (10) business days of receipt of the Superintendent's decision and must include a copy of the original complaint together with the Superintendent's decision.

The Board shall review the complaint based on the materials, documents, records and evidence presented to the Superintendent. The Board shall schedule a hearing which shall take place within fifteen (15) days after receiving the written request for a hearing, unless the parties agree to an extension of the hearing beyond fifteen (15) days. The Board shall give written notice of the date, time and location of the hearing to the Superintendent and the parent requesting the hearing. The Board Chair may meet with the parents and Superintendent prior to the hearing to address questions, including those related to the hearing procedure and information presented at the hearing. The Board may, but is not required, to retain legal counsel to assist and advise the Board with the conduct of the hearing. The Board may allow legal counsel to serve as the presiding officer at the hearing. At the hearing, the parent appealing the Superintendent's decision shall have the burden of proving that the Superintendent erred in their determination on the parent's complaint. The Board shall give both the parent and Superintendent the opportunity to present arguments based on the information presented to the Superintendent. Only information, materials,

records, and documents that were presented to the Superintendent may be presented to the Board. No new evidence shall be presented to the Board. The Board may exclude evidence which is irrelevant or immaterial to the complaint. The Board shall make a recording of the hearing, which may include an audio or video recording, or a court reporter. The Board shall issue a decision within thirty (30) calendar days after receipt of the request for hearing. The decision shall be sent to the parent via the U.S. Postal Service.

If a parent or guardian is aggrieved or adversely affected in fact by a final decision of the Board, the parent may seek judicial review of the decision within thirty (30) calendar days of the decision in accordance with Wyoming Statute § 16-3-114.