

GOVERNANCE**APPEALS PROCEDURE FOR CITIZENS**

The primary goal of this appeals procedure is to establish effective dispute resolution processes between school officials and citizens. It is important for parents and citizens to discuss their concerns with the proper school administrator, usually the school principal or the supervisor/director at the county administrative office. Accordingly, citizens shall first informally discuss their concern with the proper administrator prior to filing a formal appeal under this procedure.

An appeal shall not apply when a citizen has a personal complaint about a school employee nor when the County Board of Education is without authority to act or where the method of appeal is specifically established by law, such as appeals regarding the placement of exceptional children.

Days shall mean the days the County Board of Education is open for regular business.

A. Level I

In the event that the concern is not resolved informally, a formal, written appeal may be filed with the principal or school administrator by the citizen. The appeal shall be on the prescribed form and will be signed by all persons filing the appeal.

Should the principal or other administrator be without authority to act on the appeal, it may be filed directly with the County Superintendent of Schools.

A written decision by the Level I administrator shall be made within ten (10) days after receipt of the appeal. Should either party request a conference at this level, the Level I administrator will have five (5) additional days to provide the written decision. When the decision is not in favor of the citizen(s), a copy of the Level II appeal form shall be included with the decision.

B. Level II

Within fifteen (15) days after receiving the decision of the Level I administrator, the aggrieved citizen(s) may

appeal the decision in writing on the prescribed form to the County Superintendent of Schools. The Superintendent or his/her designee shall, within ten (10) days, have a conference with the citizen(s) in an attempt to resolve the appeal. The Superintendent or his/her designee shall issue a written decision within ten (10) days following this conference. When the decision is not in favor of the citizen(s)), a copy of the Level III appeal form shall be included with the decision.

C. Level III

Within fifteen (15) days of receiving the Level II decision, the aggrieved citizen(s) may appeal the decision in writing on the prescribed form to the County Board of Education. The appeal shall be transmitted by the County Superintendent to each member of the County Board of Education, along with prior decisions and other written related materials within three (3) days.

The county board may choose to conduct a hearing or to request briefs from both administration and citizens to form the basis for a decision. A decision by the County Board of Education will be rendered within twenty-five (25) days following receipt of the Level III appeal.

D. Level IV

An appeal to the State Superintendent must be submitted within thirty (30) days of receipt of the County Board of Education decision. Simultaneously, a copy of the Level IV appeal and supporting documents shall be transmitted to the County Superintendent.

REGULATION REVIEWED: October 24, 2013

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REGULATION ADOPTED: August 17, 1992

OHIO COUNTY BOARD OF EDUCATION