



MILL A SCHOOL DISTRICT

1142 Jessup Road. Cook, WA 98605 • (509) 538-2522 • fax (509) 538-2181



Complaint and Appeal Procedure

1. Complaint to Superintendent (WAC 392-190-065)

Anyone can file a complaint

In order for a complaint to be received by the Mill A School District, it must be submitted in writing to the school office. The complaint must be addressed to the superintendent and signed by the individual submitting the complaint. The complaint must also include a description of what is believed to have happened and (if appropriate) why the incident(s) could be classified as discrimination.

Investigation

Upon receipt of the complaint, the superintendent or designated employee will investigate the allegations, and provide a written report of the complaint and the results of the investigation. The district and the complainant may agree to resolve the complaint in lieu of an investigation.

Superintendent's response

The Superintendent will respond to the complainant in writing within 30 calendar days after receiving the complaint. The response will either deny the allegations in the complaint, or describe the reasonable actions the district will take to resolve the complaint. The letter must include instructions how to appeal to Superintendent's response to the school board. Any corrective measures must be taken within 30 calendar days after the Superintendent's written response.

2. Appeal to School Board (WAC 392-190-070)

Written appeal

The complainant may file an appeal with the school board within 10 calendar days after it receives the school district superintendent's written response.

Hearing

The school board will schedule a hearing within 20 calendar days after receipt of the appeal. The school board and the complainant may also agree on a different date. The complainant and the school district superintendent may present witnesses and other information that is related to the appeal.

Decision

The board must make a decision and provide a written copy of its decision to all parties involved within 10 calendar days after the hearing. The decision must include how to appeal to the Office of Superintendent of Public Instruction (OSPI).

3. Appeal to Office of the Superintendent of Public Instruction (WAC 392-190-075)

Written appeal

The complainant may file a written appeal to OSPI by following the procedure for a Citizen Complaint Against a School District or Other School Service Provider. The written appeal must be received by OSPI within 20 calendar days following the complainant receipt of the school board decision.

Hearing

OSPI may schedule a hearing with an Administrative Law Judge through the Washington State Office of Administrative Hearings.