

**Mulvane USD 263**  
**Emergency Safety Interventions**  
**Local Dispute Resolution Process**

Parents/guardians/students of age of majority initiate USD 263 local dispute process by completing an Informal Parent Complaint Form. The Informal Parent Complaint Form can be obtained from the principal of the student's school. The Informal Parent Complaint Form must be signed and returned to the aforementioned principal.

The principal will schedule an informal dispute resolution meeting with any parent who signed the aforementioned Parent Complaint Form. The results and/or corrective actions agreed upon by principal and parents are documented on the Informal Administrative Dispute Resolution Report. The original copy of the Administrative Dispute Resolution Report is sent to the Superintendent of USD 263 and copies of the aforementioned documents are given to parent(s) of student and building administrators.

A Formal Parent Complaint Form is completed when building principal and parent cannot come to a resolution with respect to the need for the use of an Emergency Safety Intervention conducted on a student and principal and parent cannot agree on appropriate corrective actions. The Formal Parent Complaint Form is available at any district school. Parents must complete, sign, and return the Formal Parent Complaint Form to the Clerk of the Board of Education. The Clerk of the Board processes the Formal Complaint Form and provides original aforementioned document to the President of the Board of Education. Copies of the Formal Complaint Form are provided to student's parents, student's principal, Superintendent of Schools, and Clerk of the Board.

The President of the Board of Education will assign an investigator to review aforementioned Emergency Safety Intervention formal complaint after he/she has received a copy of the aforementioned document from the Clerk of the Board. The investigator shall complete his/her report within thirty (30) days of receipt of the formal written complaint from the Clerk of the Board and the district's Superintendent of Schools. The investigator's report is sent to the Board of Education, Superintendent of Schools, Clerk of the Board of Education, student's building principal and student's parents.

USD 263's Board of Education will report findings of fact and, if necessary, corrective action to parents, school principal, and the Kansas State Board of Education within thirty (30) days of receipt of formal written complaint.

It should also be noted that parents may initiate the ESI State Board of Education complaint process during this local dispute resolution process.

9/25/2016

# Local Dispute Resolution Guide for Parents

