

DUE PROCESS FOR PARENT AND STUDENT COMPLAINTS

Due process procedures are established so that decisions may be reviewed in an orderly manner. Arbitrary or unfair decisions do not serve any segment of the population be it educators or students. The acid test of decisions is whether or not the school official has applied the policy of the School Board. The Morehouse Parish School Board defends and upholds the rights of parents and students to request a review of decisions which violate adopted policy. The School Board further recognizes that the right to appeal a decision is accompanied by the responsibility to know applicable policy and to attempt to solve the problem at the administrative level nearest the problem. With these conditions in mind, the Morehouse Parish School Board adopts the following complaint procedure for complaints by parents and students.

1. The parent or student will attempt to reach a verbal understanding with the principal of the school.
2. If the complaint cannot be resolved, the parent or student may request a complaint form giving the complaint and the reason or reasons for his belief that the decision is unfair.
3. The form will be dated and signed and given to the school principal.
4. The principal will answer the complaint on the same form and forward the form to the complainant within five (5) school days.
5. The complainant will have five (5) school days to review the answer by the principal. If the complainant is not satisfied with the solution, he may within that five (5) school day period appeal to the superintendent using the same form.
6. Upon receipt of an appeal from the complainant, the Superintendent will review the complaint, obtain all information he believes to be relevant and respond to the complainant within five (5) school days using the same form.
7. The decision of the Superintendent on the complaint shall be final unless the complainant sets forth in an appeal to the School Board a specific policy of the Morehouse Parish School Board which was not followed or a specific state or federal law which was violated.
8. If the complainant sets forth a specific policy which was not followed and/or specific state or federal law which was violated, within five (5) school days of receipt of the superintendent's decision, the complainant may request that the Superintendent's decision be reviewed by the School Board at the next regular School Board meeting by completing the complaint form and submitting it to the Superintendent's administrative secretary.

This due process procedure must be accomplished through the use of the *Complaint and Grievance Form*.

PARENTAL NOTIFICATION

Each school shall notify the parent or legal guardian of each student attending that school, in writing, of the proper process and procedures to be followed in order to make a complaint or request information from the school or the School Board.

The information provided to the parent shall include, but need not be limited to, the name, address, telephone number and email address of the appropriate person to contact at each step of the prescribed process or procedure. The notice shall be updated, at least on an annual basis. The school shall incorporate this policy into the student handbook.

The school shall provide the parent or legal guardian of each student a copy of the due process policy for parent and student complaints and such other information as each individual school deems necessary and appropriate.

Approved: June 3, 2025

Ref: La. Rev. Stat. Ann. §§17:81, 17:172; Board minutes, 6-3-25.