

## **SPECIAL EDUCATION COMPLAINT PROCEDURES**

Should a parent or eligible student wish to make a complaint regarding IDEA Part B violations, Marietta Public Schools provide for the filing and resolution of complaints in the following manner:

The complainant should follow the respective sources by first directing the complaint to:

1. The individual involved
2. The individual's immediate supervisor
3. Additional supervisor/administrative personnel in the chain of responsibility
4. The superintendent of schools
5. The board of education

No appeal will be heard by the board unless the accusations are in writing, signed by the party making the complaint, and presented to the board through the superintendent.

If the issue is still not resolved, the district will provide for filing the resolution of complaints by including the following procedure:

1. An independent onsite investigation if the SDE determines an investigation is necessary.
2. An opportunity for the complainant to submit additional information in writing.
3. A review of all relevant information and an independent determination as to whether the district has violated a requirement of IDEA, Part B.
4. Issue a written decision containing findings of fact and conclusions.
5. Reasons for the SDE's final decision.
6. Procedures for effective implementation of the SDE's final decision.
7. The right of the complainant or the LEA to request the Secretary of the U.S. Department of Education to review the SDE's final decision.
8. Comply with a time limit of 60 calendar days after a complaint is filed with the LEA.