
**CITIZEN'S COMPLAINT OUTSIDE OF DISTRICT REGARDING
SPECIAL EDUCATION (SED-P013)**
WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the process for citizens to express concerns outside of the school district, regarding Special Education services.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 Director of Special Education, Assistant Director of Special Education

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Special Education

4.0 DEFINITIONS:

- 4.1 Office of Superintendent of Public Instruction (OSPI) - the state agency responsible for the supervision of federal and state educational programs.
- 4.2 Individuals with Disabilities Education Act (IDEA) – The IDEA is the federal act which dictates/guides educational policy for students who qualify for special education services.

5.0 PROCEDURE:

- 5.1 A complaint is filed in writing with the OSPI stating that the district has violated federal and/or state regulations that apply to Part B of the IDEA. (OSPI will not address a complaint that is part of a Due Process Hearing).
- 5.1.1 The complaint is signed by the complainant.
- 5.1.2 The complaint alleges a violation that occurred within the past year.
- 5.1.3 A time limit of 60 days for addressing the complaint is activated.
- 5.2 OSPI will refer the complaint to the district for action.
- 5.2.1 A district employee is assigned to investigate the alleged violation.
- 5.3 The district designee gathers documentation of investigation and reports back to OSPI within 20 calendar days of receipt of a complaint.
- 5.3.1 The response denies the allegation and basis for the denial; or
- 5.3.2 The response proposes a corrective action plan to correct the violation.
- 5.4 OSPI provides the complainant with a copy of the district response and offers the complainant an opportunity to respond.
- 5.5 OSPI will make a decision as to whether the district is violating a requirement of Part B of the IDEA based on the information gathered and will determine if a site visit is necessary.
- 5.5.1 OSPI will address in writing each allegation of the complaint.

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5.5.2 Within the designated time frame, the district will institute necessary corrective measures designated by OSPI.

5.5.3 An extension may be allowed if the complainant and district agree to mediation or an alternative dispute resolution.

5.6 Failure by the district to address the issues may result in fund withholding, fund recovery, or any sanction deemed necessary.

6.0 ASSOCIATED DOCUMENTS:

6.1 None

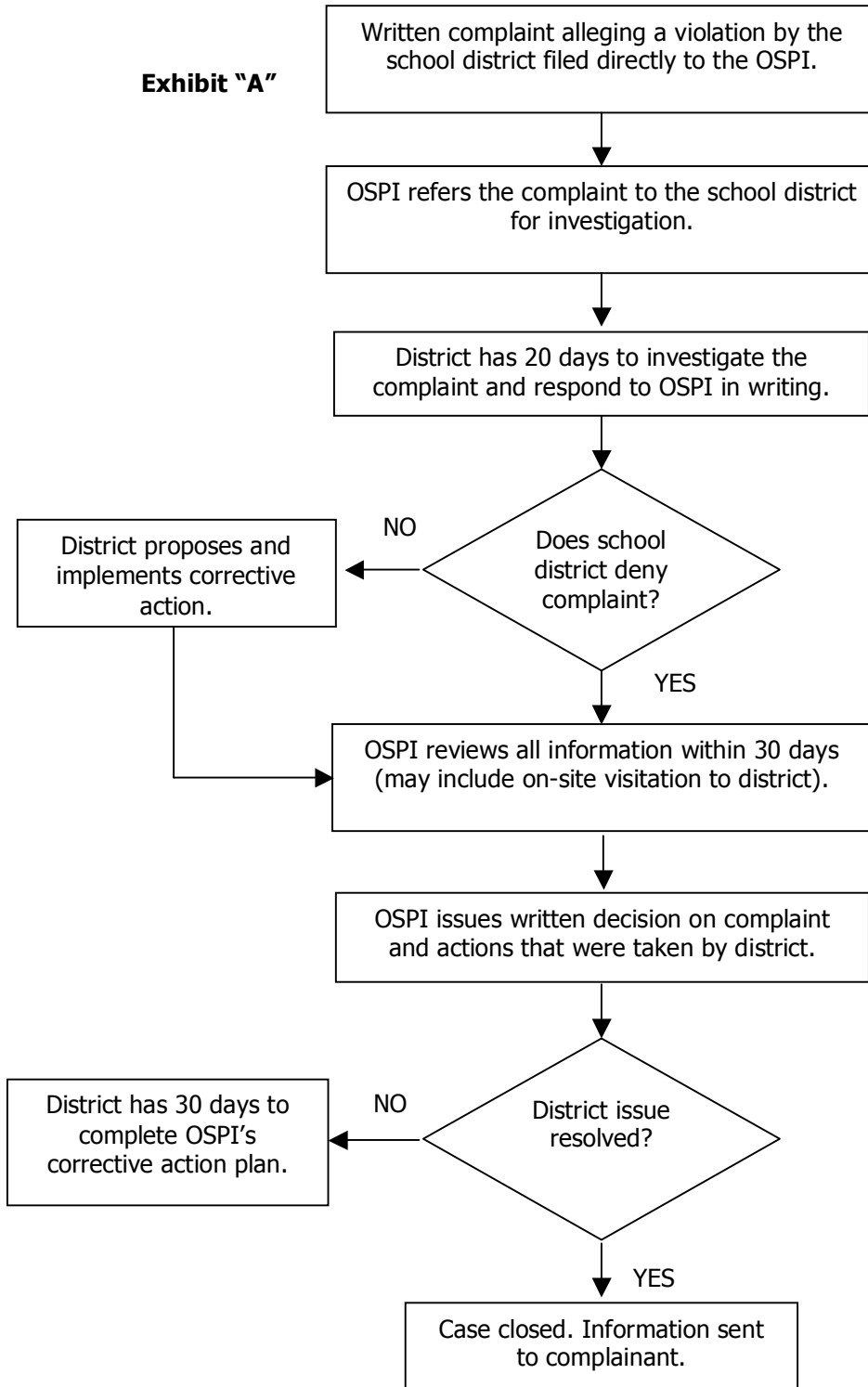
7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Allegation and related paperwork	Director of Special Education's office	Indefinitely	Not applicable	Stored in one location; fireproof

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
11-May-01	A	Original Release
04-Feb-02	B	Updated protection information
07-Nov-07	C	To 5.1, added 'or the school district is not implementing a mediation or resolution agreement'. To 5.5.2, added 'within the time frame designated by OSPI.'
28-Sept-08	D	Refine definitions, and addition of wording to 5.3, 5.4, and 5.5.3.

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