

United ISD
EXTRA CURRICULAR /ACADEMIC ACTIVITY
COMPLAINT
ADMINISTRATIVE PROCEDURES

DEFINITION OF EXTRA CURRICULAR/ ACADEMIC ACTIVITY	Extracurricular (ECA) or Extra-Academic Activity (EAA) are those that fall outside the realm of the normal curriculum of school performed by students.
GUIDING PRINCIPALS	The District encourages students and parents to discuss their concerns with the appropriate extracurricular sponsor and principal who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution.
BACKGROUND	The District strives to ensure that there is a fair and equitable means to hear and address student and parent complaints dealing with Extracurricular and Extra-Academic Activities. The District is committed to ensuring that just and careful procedures for resolving these complaints are established and followed.
PROCEDURES	Complaints shall be addressed in a timely and appropriate manner. A hearing before the appropriate committee described below shall be conducted within 10 District business days of the District's receipt of the complaint form. The student or parent shall be afforded a 15-minute hearing before the appropriate committee described below. The hearing shall be audio recorded by the appropriate committee. Also, the student or parent shall be permitted to make an audio recording of the hearing and shall notify all attendees present that an audio recording is taking place. The student or parent shall be prohibited from video recording the hearing. If the student or parent insist on video recording the hearing, the committee may terminate the hearing at their discretion. The decision of the Extra-Curricular Activity Committee is final and may not be appealed.
COMMITTEE MEMBERS	<p>The Superintendent has established the following individuals to serve on the Extra-Curricular Complaint Committee:</p> <p><u>Athletic Committee</u></p> <ol style="list-style-type: none">1. Mike Garza, Assistant Supt. for Administration--Chairperson2. Bobby Cruz, Athletic Director3. Jose Briones, Athletic Coordinator4. Corresponding Executive Director (Elementary, Middle or High School) <p><u>Cheer/Dance/Fine Arts Committee</u></p> <ol style="list-style-type: none">1. David Canales, Executive Director for Middle School-- Chairperson2. Javier Vera, Fine Arts Director3. Leticia Leal, Fine Arts Coordinator4. Corresponding Executive Director (Elementary or High School)

Academic Committee

1. David Gonzalez, Associate Superintendent for Instruction--
Chairperson
2. Mario Rosales, Director of Advanced Academics
3. Angelica Sanchez, Director of CTE
4. Corresponding Executive Director
(Elementary, Middle or High School)

SCHEDULING
CONFERENCES

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

REPRESENTATIVE

Representatives are not allowed in the complaint process. "Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. Witnesses shall not be allowed; however, witness statements may be tendered. The only parties that shall be allowed during the student's or parent's presentation shall be the student and/or the parent/legal guardian.

CONSOLIDATING
COMPLAINTS

Complaints arising out of an event or a series of related events shall be addressed in one. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint. If a student or parent submits a complaint that is a duplicate of a prior complaint, the Office of the Superintendent may dismiss the complaint without the necessity of a meeting.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

UNTIMELY FILINGS

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent.

COMPLAINT FORMS

Complaints shall be submitted in writing on a form provided by the District. Copies of any documents that support the complaint should be attached to the complaint form. Once submitted, the complaint shall be limited to the written remedies and documents addressed in the initial complaint. No new remedies, issues, or documents shall be introduced during the complaint proceeding that have not been specifically mentioned or produced in the initial complaint form. Further, the only remedies ruled upon shall be those listed on the initial complaint; remedies re-

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quested in an oral manner at the complaint meeting shall not be considered. Any new issues or remedies shall be addressed in a subsequent complaint form and under the rules and timelines set forth in this procedure.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the re-filing is within the designated time for filing.

Complaint forms must be filed:

- (1) Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint; and
- (2) With the Office of the Superintendent.

WITHDRAWAL

A student or parent may withdraw his or her complaint at any time. Once withdrawn, a complaint shall not be reconsidered.

RESPONSE

Absent extenuating circumstances, the Extra-Curricular Complaint Committee shall provide the student or parent a written response within 14 District business days following the hearing. Response shall mean a written communication to the student or parent from the committee chairperson. Responses may be hand-delivered, sent by electronic communication to the student's or parent's e-mail address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline. The response shall be issued to the student or parent within a reasonable time frame.