

Level III Hearing Documents

May 20, 2013

Synopsis of Events for Level III Grievances

Lorrie McMillan

March 21, 2013 - Initial Parent Request/Concern:

Mrs. McMillan emailed Coach Barry to inquire if her daughter could take the final exam for his class prior to June 6th. Mrs. McMillan's stated the following in her email:

"Courtney's team (select soccer) won the Presidents Cup Tournament this weekend in Dallas and her team has the honor of representing North Tx at a Regional III Presidents Cup Tournament June 6-9th in Alabama. Since we will be driving, we will need to leave June 5th to be present for opening ceremonies on June 6th. Will you be able to accommodate an earlier date for her final exam? I know that she will be counted absent and that is fine as she has only missed once this school year. Please let me know your thoughts...."

Mr. Barry directed Mrs. McMillan to Mrs. Tims for permission to take her exams early. Mr. Barry forwarded Mrs. McMillan's email to Mrs. Tims.

March 22, 2013

Mrs. Tims contacted Mrs. McMillan by email informing her that early testing was against policy, but that her daughter could schedule a makeup date for testing when she returned from her soccer tournament.

Exams Policy as Documented the Teacher Handbook

A copy of all semester exams should be turned in to the principal each semester. Teachers should keep all copies of student exam for a least a month in case of any questions concerning grades. All teachers are expected to give a semester exam. If a teacher desires to give a project, performance or presentation in lieu of an exam, a written request must be submitted to the principal for approval. Semester Exams may not be administered to students prior to scheduled exam days. Students who have an excused absence during semester exams will be given the opportunity to take the exams they missed the following week either by scheduling a time with the individual teacher(s) or with the guidance counselor.

March 25, 2013

Mrs. McMillan emailed Mrs. Tims back and shared information about her daughter's academic history and attendance and asked Mrs. Tims if she had the liberty for administrative approval for her daughter's extenuating circumstance.

March 25, 2013:

Mrs. Tims emailed Mrs. McMillan explained the policy was in place for maintaining the academic integrity of the test and to encourage student attendance during testing week. She explained that on a yearly basis there are multiple reasons that students request to test early. Mrs. Tims once again offered to count Courtney's absence as an excused absence and offered Courtney the opportunity to make up her exams without penalty when she returned from her trip.

March 26, 2013

Mrs. Tims met with Mrs. McMillan to further discuss the circumstances involved in Mrs. McMillan's request for Courtney to take her final exams early. Mrs. Tims maintained that she would continue to follow the exam policy.

March 28, 2013:

Mrs. McMillan emailed Mrs. Tims requesting a copy of the teacher handbook so she could pursue the next level.

April 2, 2013:

Donna Roe received a Parent Concern Form along with completed Level II Complaint Form from Mrs. McMillan.

Initial concern/need as documented on the 4/2/13 Parent Concern Form:

"I am asking for consideration to amend the policy regarding final semester exams. My daughter values her education and her teachers very much. She would like to take her Thurs. exams on Wed. w/her teacher in case she needs clarification of any questions. We understand that she can receive them later in June, but we value the teacher's presence and do not wish to compromise her GPA w/the possibility of interrupted learning."

Desired Outcome as documented on the 4/2/13 Parent Concern Form:

The policy would extend an exception to serious minded students, with excellent attendance.

April 4, 2013:

I (Kathy Allen) contacted Mrs. McMillan about her Parent Concern Form, as well as the Level I and Level II paperwork. I explained to Mrs. McMillan that in order to conduct a Level II Hearing, I needed a copy of the Level I paperwork and a Level I response from Mrs. Tims.

Mrs. McMillan had already met with Mrs. Tims informally and received a verbal response. Rather than scheduling a additional meeting concerning this issue, I suggested to Mrs. Tims and Mrs. McMillan to allow Mrs. McMillan to complete the Level I paper and provide it to Mrs. Tims. Mrs. Tims would then provide a written Level I Response for the complaint. Both agreed and Mrs. McMillan completed the Level I paperwork and returned it to Mrs. Tims on April 4th. Due to potential scheduling conflicts between my schedule and Mrs. McMillan's, I scheduled a Level II Hearing with her for 3:00 pm on April 10th.

April 5, 2013:

On the morning of April 5th, I (Kathy Allen) received the Level I Complaint Form and Level I Response from Mrs. Tims.

Level I Form – Circumstance causing parent complaint reads as follows:

Requested semester exams to be administered early on Wed. 6/5.

Level I Form – Outcome or remedy parent is seeking reads as follows:

I am requesting an exception to this policy. Extenuating circumstances beyond our control require us to be absent.

Mrs. Tim's Level I Response:

...it is my decision to not make exception to our campus semester exam policy as requested. However, I can make the following allowances for Courtney related to her absence for the club soccer tournament on June 6, 2013:

- The absence will be considered "Excused" even though it is not due to a school related UIL activity*
- She will be given more than "1 day" normally allowed to make up missed assignments (exams)*
- She will be given the opportunity to make up her assignments (exams) at her convenience when she returns with no grade penalty*

April 10, 2013:

Mrs. McMillan canceled the Level II Hearing due to her daughter's track meet being rescheduled because of inclement weather. Mrs. Deatherage, my secretary, rescheduled the meeting for 12:30 pm on Monday April 15th.

April 15, 2013:

I conducted a Level II Hearing with Mrs. McMillan.

Level II Form - Circumstance causing parent complaint reads as follows:

I disagree w/the fact that the final exam policy is not flexible for extenuating circumstances. Superior students should be given consideration & allowances and afforded opportunity when they excel and represent AHS with excellence.

Level II Form - Outcome or remedy parent is seeking reads as follows:

I am requesting final exams to be given one day early.

My Level II Response – I upheld Mrs. Tim's decision to follow exam policy.

April 18, 2013:

I called Mrs. McMillan and shared my decision concerning her Level II Complaint. I informed her of her rights for a Level III Hearing and emailed her my response.

April 22, 2013:

Mrs. McMillan sent an email requesting to take her concern to Level III. I sent Mrs. McMillan the paperwork and answered a few questions for her concerning the Level III process.

April 23, 2013:

I emailed Mrs. McMillan an electronic recording of our Level II Hearing. I also informed her that Mrs. Roe would be mailing her copies of the documents the Board would review (Parent Concern Form, Level I, Level II, Level III)

April 26, 2013

Donna Roe contacted Mrs. McMillan's cell phone and left a message to inform her of the date and time of the Level III Hearing.

Level III Form – Explain how you specifically disagree with the outcome at Level II:
Mrs. McMillan's response reads as follows: I disagree w/the policy that is being enforced.

Level III Form – Outcome or remedy parent is seeking reads as follows:
I believe there should be an exception to our policy system.

Parent Concern Form

Received (Donna Roe)
4-2-13



PARENT CONCERN FORM

The School Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator. (Policy FNG Local)

In order to better facilitate your concern in a thorough and timely manner, please complete the information below and return to the appropriate campus or district office.

Parent's Name: Lorrie McMillan Student's Name: Courtney McMillan
Grade: 9 Home Campus: Don Daniel Ninth Today's Date: 4/2/13 Date of incident: 3/26/13
Daytime phone number: 517-371-6626 E-mail: tomandlorrie@sbcglobal.net
Teacher's Name (if applicable): N/A

Please briefly describe your concern/need: (Please attach any additional documentation if necessary)

I am asking for consideration to amend the policy regarding
final semester exams. My daughter values her education and
her teachers very much. She would like to take her Thurs. exams
on Wed. w/ her teachers in case she needs clarification of
any questions. We understand that she can receive them later
in June, but we value the teachers presence and do not wish to
compromise her gpa w/ the possibility of interrupted learning.

Desired Outcome: (Please briefly describe the outcome or resolution you are seeking)

The policy would extend an exception to serious minded
students, with excellent attendance..

Prior communication-please check all that apply:

- ☒ I have spoken with or had a conference with the appropriate teacher regarding this situation.
☒ I have spoken with or had a conference with a Principal/Assistant Principal/Counselor regarding this situation.
☐ I have not yet spoken with any campus staff member regarding this incident.

I request the following:

- ☐ a phone call from the teacher ☐ a phone call from a campus administrator ☐ other _____
☐ a phone call from a counselor ☐ a conference with the teacher
☐ a conference with a counselor ☒ a conference with a campus administrator

Lorrie McMillan
Parent Signature & Date

Received By & Date

FOR OFFICE USE ONLY

____ Code 1 ____ Code 2 ____ Code 3 ____ Code 4 ____ Code 5

Level I Complaint Form



COMPLAINT FORM- LEVEL ONE (CAMPUS)

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the appropriate campus administrator within the time established in board policy FNG (LOCAL). All complaints will be heard in accordance with FNG (LEGAL) and (LOCAL) with any exceptions outlined therein.

PARENT NAME: Lorrie McMillan
STUDENT'S NAME: Courtney McMillan
ADDRESS: 224 Terrace Bluff Lane
Aledo, TX 76008
TELEPHONE NO: 817-371-6626
CAMPUS: Don Daniel Ninth
PRINCIPAL: Ms. Tims

Please describe the decision or circumstances causing your complaint (give specific factual details):

Requested semester exams to be administered early
on Wed. - 4/5.

What was the date of the decision or circumstances causing your complaint? 3/26

Please explain how your child may have been harmed by this decision or circumstance.

My child wants the teacher present when taking these exams.
We believe that the delay in exams could be harmful to her
goal of academic excellence and high g.p.a. & top 10%.

Please describe any efforts you have made to resolve your complaint informally at the campus level and the responses to your efforts.

I have informally met w/ Ms. Tims. My request was
denied due to a policy.

With whom did you communicate at the campus? MS. Tims

On what date? Tues. 3/26

Please describe the outcome or remedy you seek for this complaint. (Please be specific)

I am requesting an exception to this policy. Extenuating
circumstances beyond our control require us to be absent.

Parent signature: _____

Lorrie McMillan

If you will be represented by someone other than yourself, please identify the person representing you.

Name: _____

Address: _____

Telephone: _____

Date of filing: _____ Date Received by District: _____

Complainant, please note:

Please ensure you have completed this form entirely before submitting. Forms lacking complete information may not be able to be addressed within the timeline constraints. Any additional evidence or information may be attached to this form.

All evidence may be presented no later than the Level One conference. Please keep a copy of this completed form and any supporting documentation for your records.

Level I Response

ALEDO HIGH SCHOOL

Don R. Daniel Ninth Grade Campus

990 Bailey Ranch Road • Aledo, TX 76008 • 817-441-4504 • 817-441-2146 fax • www.aledo.k12.tx.us/ahs9

April 5, 2013

Mrs. McMillan;

This correspondence is in reference to your Level I Complaint and the conference held on Tuesday, March 26, 2013. After careful consideration, it is my decision to not make exception to our campus semester exam policy as requested. However, I can make the following allowances for Courtney related to her absence for the club soccer tournament on June 6, 2013:

- The absence will be considered "Excused" even though it is not due to a school-related UIL activity
- She will be given more than the "1 day" normally allowed to make up missed assignments (exams)
- She will be given the opportunity to make up her assignments (exams) at her convenience when she returns with no grade penalty

As we discussed, I receive multiple requests for early testing each year due to club athletic tournaments, sports and leadership camps, vacations, other trips, etc. While I support these enrichment opportunities by excusing absences and making allowances for make-up testing, students are not permitted to test early. Our policy is in place to help maintain the integrity of the semester exams, to ensure that teachers are available before and after school for preparation rather than tied up administering exams early, and to enforce school attendance requirements.

Requiring Courtney to come back and make up exams after her tournament may be an inconvenience, but I fail to see the negative implications on her achievement or grade point average. The additional study time may actually prove to be advantageous.

I am able to offer the reasonable accommodations outlined above, but cannot grant your request to allow Courtney to take her semester exams early.

Sincerely,

Angela Tims

Angela Tims
Principal

The start of something great.

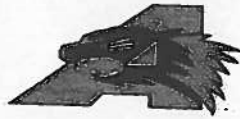
From the Daniel Ninth Grade Campus Teacher Handbook:

EXAMS

A copy of all semester exams should be turned in to the principal each semester. Teachers should keep all copies of student exams for at least a month in case of any questions concerning grades. All teachers are expected to give a semester exam. If a teacher desires to give a project, performance or presentation lieu of an exam, a written request must be submitted to the principal for approval. Semester Exams may not be administered to students prior to scheduled exam days. Students who have an excused absence during semester exams will be given the opportunity to take the exams they missed the following week either by scheduling a time with the individual teacher(s) or with the guidance counselor.

All core content teachers will administer common six weeks assessments to students at the end of the first, second, fourth and fifth grading periods.

Level II Complaint Form



Complaint Form- LEVEL TWO

To appeal a Level One decision or the lack of a timely response after a Level One conference at the campus, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within the time established in board policy FNG (LOCAL). Appeals will be heard in accordance with FNG (LEGAL) and (LOCAL), with any exceptions outlined therein.

PARENT NAME: Lorrie McMillan
STUDENT'S NAME: Courtney Mcmillan
ADDRESS: 224 Terrace Bluff Lane
Aledo TX 76008
TELEPHONE NO: 817-371-6626
CAMPUS: Don Daniel Ninth Grade
PRINCIPAL: Ms. Tims

To whom did you present your complaint at Level One? Ms. Tims

(A Level Two appeal cannot take place without a decision from the campus at Level One)

Date of conference: 3/26/13

Date you received a response to the Level One conference: 3/26/13

Please explain specifically how you disagree with the outcome at Level One:

I disagree w/ the fact that the final exam policy is
not flexible for extenuating circumstances. Superior
Students should be given consideration + allowances and
afforded opportunity when they excel and represent AHS
with excellence.

Please describe the outcome or remedy you seek for this complaint. (Same as presented in Level I form)

I am requesting final exams to be given one day
early.

Please attach a copy of your original complaint and any documentation submitted at Level One.

Please also attach a copy of the Level One response/decision you received.

Parent signature: Lorrie McMillan

If you will be represented by someone other than yourself, please identify the person representing you.

Name: _____

Address: _____

Telephone: _____

Date of filing: _____ Date Received by District: _____

Complainant, please note:

Please ensure you have completed this form entirely before submitting. Forms lacking complete information may not be able to be addressed within the timeline constraints. Any additional evidence or information may be attached to this form.

All evidence may be presented no later than the Level One conference. Please keep a copy of this completed form and any supporting documentation for your records.

Level II Response



ALEDO INDEPENDENT SCHOOL DISTRICT

April 17, 2013

Lorrie McMillan
224 Terrace Bluff Lane
Aledo, Tx 76008

Dear Mrs. McMillan,

Subject: Response to Level II complaint concerning final exam request.

The remedy requested on your Level II complaint form reads as follows: "I am requesting final exams be given one day early".

Mrs. McMillan, I appreciate the information that you provided to me concerning your request that an exception be made for your daughter in moving her final exams that are scheduled to be administered on Thursday, June 6th to June 5th. Your request is being made due to your daughter attending an out of state soccer tournament combined with a family vacation.

In Mrs. Tims Level I response she offered the following concessions related to your daughter's absence for her soccer tournament on June 6, 2013:

- The absence will be considered "Excused" even though it is not due to a school related UIL activity
- She will be given more than "1 day" normally allowed to make up missed assignments (exams)
- She will be given the opportunity to make up her exams at her convenience when she returns from her soccer trip with no grade penalty

In addition, I spoke with Mrs. Tims about your daughter's concern that she would not have her teachers present to ask clarifying questions upon her return to make-up exams. Mrs. Tims assured me that she or Mrs. Turner, the campus counselor, would be responsible for administering your daughter's exams and both would be able to provide clarification for any questions that she might have concerning her exams.

Based on the information provided to me in the Level II hearing and the policy that exams are to be administered on their assigned date, I am upholding Mrs. Tim's decision to deny an early administration for your daughter's exams.

I appreciate the opportunity to work with you on your daughter's behalf.

Sincerely,

Kathy Allen
Executive Director of Curriculum

Complainant, please note:

To appeal this response, you must file a written notice of appeal with the Superintendent office within the time limits set in FNG(LOCAL). The necessary forms are available at the AISD administration building or can be located under the parent complaint tab on the District webpage.

Level III Complaint Form



04-23-13P03:43 RCVD

(Donna Joe)

COMPLAINT FORM- LEVEL THREE

To appeal a Level Two decision or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within the time established in FNG (LOCAL). Appeals will be heard in accordance with FNG (LEGAL) and (LOCAL) with any exceptions outlined therein.

PARENT NAME: Lorrie McMillan
STUDENT'S NAME: Courtney McMillan
ADDRESS: 224 Terrace Bluff Lane
Aledo TX 76008
TELEPHONE NO: 817-371-6626
CAMPUS: Don Daniel Ninth
PRINCIPAL: MS. Tims

To whom did you present your complaint at Level Two? Kathy Allen Mrs. McKinney
Date of conference: 4/15/13 was out w/ family responsibilities)

Date you received a response to the Level Two conference: 4/17/13

Please explain specifically how you disagree with the outcome at Level Two.

I disagree w/ the policy that is being enforced.

Please describe the outcome or remedy you seek for this complaint. (As presented in Level One form)

I believe there should be an exception to our policy system.

Do you want the Board to hear this appeal in open session? ☐ Yes ☒ No

(If so, the Board will consider your request; however, you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session)

Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.

Please also attach a copy of the Level Two response being appealed, if applicable.

Parent signature: Horrie McMillan

If you will be represented by someone other than yourself, please identify the person representing you.

Name: _____

Address: _____

Telephone: _____

Date of filing: 4/23/13 Date Received by District: 4/23/13

Complainant, please note:

Please ensure you have completed this form entirely before submitting. Forms lacking complete information may not be able to be addressed within the timeline constraints. Any additional evidence or information may be attached to this form.

All evidence may be presented no later than the Level One conference. Please keep a copy of this completed form and any supporting documentation for your records.