



**ADMINISTRATIVE GUIDELINES
BOARD POLICY GAAF
EMERGENCY SAFETY INTERVENTIONS
COMPLAINT INVESTIGATION REQUEST**

ESI COMPLAINT INVESTIGATION PROCEDURES

1. If a parent believes that an ESI was used in violation of state law or board policy, the parent may file a written complaint within thirty (30) calendar days of notification of the disputed ESI.
2. The Board of Education has delegated to the Superintendent or his/her designee the authority to receive parental written complaints regarding the use of ESI.
3. Upon receipt of a complaint, the Superintendent or his/her designee will investigate the complaint and develop a written report which will include findings of fact, conclusions relevant to the requirements of this policy or regulations of the KSDE; and, if necessary, corrective actions to remedy an instance of noncompliance.
4. The written report will be submitted to the parents, the school, the Board of Education, and to the KSDE within thirty (30) calendar days from the date of the complaint is received in the Superintendent's office.
5. A parent may file a request for administrative review by the Kansas State Board of Education within thirty (30) calendar days from the date a final decision is issued pursuant to the local dispute resolution process.

KSDE ADMINISTRATIVE REVIEW

Any parent who filed a written complaint with their local board of education regarding the use of emergency safety intervention and is either not satisfied with the local board's final decision or did not receive a final decision within thirty (30) days, may request an administrative review by the Kansas State Board of Education. Parents may use the [Administrative Review Request Form](#) (PDF) available on the Emergency Safety Interventions page on the KSDE website to request administrative review. If there are questions on this process, please contact the Office of General Counsel at ogc@ksde.org or 785-296-3204.

Request for Investigation of Emergency Safety Intervention (ESI)

Parent/Guardian _____

Address _____

City, State
Zip _____

Home
Phone _____

Work
Phone _____

E-Mail Address _____

Student
Name _____ Date _____ Birth _____

School Student is
Attending _____ Grade _____

Please respond to the following questions. (Attach additional pages if needed)

Date the Emergency Safety Intervention (ESI) occurred: _____

What is your concern about the Emergency Safety Intervention (ESI)?

_____.

In your opinion, how should this concern be resolved?

_____.

Parent/Guardian Signature

Date

**Note: USD #468 Healy School Board Policy provides that within thirty (30) days upon receipt of a written, signed complaint from a parent that school personnel have not complied with Board Policy GAAF regarding ESI use with a student, the Superintendent or his/her designee(s), acting on behalf of the Board, will complete an investigation of the parent's concerns and develop a written report of findings. You may be contacted by the person(s) conducting the investigation to request clarification about your concern. If the findings include an instance of noncompliance with Board Policy, a corrective action will be required. A copy of the report will be sent to you, the school and the Kansas State Department of Education.*

Please mail the completed document to the following address:

Superintendent of Schools
USD #468 Healy
5006 N. Dodge Road
Healy, KS 67850

If you have questions regarding the completion of this form or the investigation process, contact the Superintendent Office at 620-398-2248,