

**La Academia Dolores Huerta Charter Middle School**

La Academia Dolores Huerta (LADH) strives to establish and maintain positive and productive working relationships with the parents of all the students it serves. Whenever possible, LADH will make every effort to resolve all complaints and/or disputes at the local level before seeking guidance from the New Mexico Public Education Department (NMPED).

Parents, guardians, or unaccompanied youths may initiate complaints/disputes about enrollment, transportation, and/or any other education barriers by submitting a dispute resolution form. Pending resolution of the dispute, the student shall be immediately enrolled in the school in which enrollment is sought and the student shall be provided services for which he/she qualifies.

To facilitate appropriate and swift conflict resolution, the following process will be followed:

- **Step 1: Completion of dispute resolution form**  
After the parent, guardian, or unaccompanied youth completes and submits the dispute resolution form to the LADH secretary, they will receive a written confirmation of the receipt of the dispute resolution form.
- **Step 2: Informal Resolution**  
LADH's Community Outreach Coordinator will review the dispute resolution form and meet with the parent, guardian, or student to resolve the complaint/dispute within five (5) school days from receipt of dispute resolution form. If the complaint/dispute remains unresolved after this initial meeting, proceed to Step 3.
- **Step 3:**  
LADH's Community Outreach Coordinator will provide the dispute resolution form to the Head Administrator for review. The Head Administrator will investigate the formal complaint and provide a written decision within ten (10) school days of receipt of dispute resolution form. If the written decision is adverse to the complaining party, the complaining party may appeal to LADH's Governing Council by providing a written statement appealing the decision within five (5) school days from the date of the Head Administrator's decision. Proceed to Step 4.
- **Step 4:**  
Upon receipt of the complaint/dispute or appeal from the Head Administrator, the Governing Council shall investigate the complaint and provide the complaining party with a written determination within ten (10) calendar days. The Governing Council's decision shall be the final decision. If the decision is adverse to the complaining party, the complaining party may request an appeal to NMPED's Community Outreach Coordinator and the Governing Council's decision, with all supporting documentation, will be forwarded to the NMPED's Community Outreach Coordinator within five (5) calendar days from the date of issuing the final decision. Proceed to Step 5.
- **Step 5:**  
The complaint/dispute is presented to the NMPED's State Coordinator of Education for Homeless Children and Youth.

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**Receipt of Dispute Resolution Information**

Date: \_\_\_\_\_

I, \_\_\_\_\_, am the parent, guardian, or youth attempting to enroll my child/ren or myself in the following school(s):

Child's Name:

School(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have received the explanation of my child's placement. This explanation included:

1. Contact information for the LADH's Community Outreach Coordinator and NMPED's Homeless Liaison Office.
2. A copy of the dispute resolution process.
3. Paperwork to complete if I wish to dispute the district's decision.
4. Directions on how to complete the dispute resolution paperwork.
5. A summary of the McKinney-Vento Act.

I understand that the school district will ensure that my child/children will attend and fully participate in the school where enrollment is sought while the dispute process is carried out.

\_\_\_\_\_  
Parent/Guardian/Youth Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District Personnel Signature

\_\_\_\_\_  
Date

Upon receipt of the dispute resolution packet, please sign this form and return it to the LADH's McKinney Vento Homeless Liaison.

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**Dispute Resolution Form**

Date: \_\_\_\_\_

I have received the explanation of the district’s placement decision concerning my children/myself, (name): \_\_\_\_\_. I disagree with the district’s placement decision, and I am appealing that decision for the following reasons:

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I understand that LADH will ensure that my child/I will have the opportunity to attend and participate at the school where enrollment is sought while the dispute is being carried out.

\_\_\_\_\_  
Parent/Guardian/Youth Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District Personnel Signature

\_\_\_\_\_  
Date