

Adopted 08.25.08

SUBJECT: STUDENT COMPLAINTS AND GRIEVANCES

This grievance procedure provides students and their parents with a process to solve educational problems when all other efforts have proved unsatisfactory.

Prior to entering into a formal grievance, efforts should be made to meet and discuss the issues informally. Only when all other avenues have failed should this formal process take place.

The Board of Education, individually and collectively, shall direct aggrieved persons to the Superintendent of Schools or to the appropriate person within the school district in order that such questions, complaints, and grievances may be solved at the appropriate level.

Scope of Procedure

Any matter which is reviewable immediately pursuant to law, or rule or regulation having the force and effect of law, may be excluded under this procedure.

Matters involving formal student discipline and matters involving grades or related academic issues are excluded from this procedure.

Any complaint of discrimination or harassment should be submitted using the District's discrimination and harassment complaint procedure.

Time Limits

If the student or parent fails to timely submit the grievance to the next stage, the grievance is deemed to be ended.

If the District fails to timely respond at any stage, the grievance is automatically advanced to the next stage.

In the event that a grievance occurs beyond the regular school year, the Superintendent shall establish a time schedule using work days rather than school days.

Grievances

A formal grievance should be in written form. Each grievance shall be limited to one type of complaint.

The written grievance shall include: the name of the aggrieved person(s), the time, date, and place of occurrence, the identity of person(s) causing the grievance, the policy, rule, or regulation violated, a general statement of the nature of grievance, and the redress sought by aggrieved person(s). All grievances shall be signed by all persons seeking redress.

(Continued)

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SUBJECT: STUDENT COMPLAINTS AND GRIEVANCES**Grievance Stages****First Stage**

Any formal grievance that relates to actions taken against a student within school, or being transported to or from that school, shall be filed with the building principal within 15 school days from the date of the occurrence.

If a grievance concerns a matter unrelated to a decision made at the building level, it shall be the responsibility of the Superintendent of Schools to direct the aggrieved party to the person to whom a complaint should be made.

The principal shall have 5 school days to reply in writing. If the principal fails to reply, then the aggrieved person may automatically proceed to the second stage.

Second Stage

If the aggrieved person fails to receive satisfaction at the end of the first stage, he or she may file the written grievance with the Superintendent of Schools. Such filing must take place within 10 school days after receiving an answer from stage one.

The Superintendent of Schools shall have 10 school days to reply in writing. The Superintendent of Schools must reply.

During this stage, either party may request an informal conference. Such a conference must take place within the 10 school days the Superintendent has to answer. The Superintendent shall make every effort to resolve questions, complaints, and grievances before they reach the Board of Education.

Third Stage

If the aggrieved person is not satisfied at the end of the second stage, he or she may file the written grievance with the Board of Education. Such filing must be done within 10 days after receiving an answer from Stage 2.

The Board may hold a hearing on the grievance within 21 school days, if the Board deems it necessary to do so. The Board should give a written disposition of the grievance within 21 school days of receiving it, or within 15 school days following a hearing, whichever is later.