

STUDENT COMPLAINTS AND GRIEVANCES

Students, IDEA, Section 504, Americans with Disabilities Act, Title IX, Civil Rights Act

Board Policy 4.6.3: Student Complaints and Grievances – Complaints, grievances, and requests for corrective action may be brought to the attention of the Board by or on behalf of students with respect to academic, athletic, extracurricular, or other non-disciplinary matters, issues, and concerns only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of such complaints and grievances. Such procedures will not unreasonably burden or delay the presentation or processing of the complaint or grievance and will be subject to review and approval by the Board. Administrative judgments concerning academic or curricular matters or participation in extracurricular activities may be set aside by the Board only upon a showing that the action or decision in question is arbitrary and capricious, fundamentally unfair, or that it violates Board policy or the student’s legal rights.

PURPOSE

The purpose of this policy shall be to settle equitably, at the lowest possible administrative level, differences and issues relating to discrimination regarding educational opportunities of students. These proceedings shall be kept as informal and confidential as may be appropriate at all levels of the procedure.

DEFINITION

A grievance is a complaint by any member of the student body. It may be initiated orally or in writing at level one and should be done within 5 days following the act or condition which is the basis for the complaint. Beyond the initial step, the grievance shall be in writing.

PROCEDURE

Each level shall be observed and used with the normal order of proper channels.

Level One (Informal Procedures): The aggrieved person must discuss his/her grievance with his/her immediate supervisor with the object of resolving the matter informally. (It is acknowledged that the principal or vice-principal is the student’s immediate supervisor.)

Level Two (Formal Procedures):

STEP 1

If, as a result of the discussion between the complainant and supervisor, the matter is not resolved to the satisfaction of the complainant, then within five (5) school days he/she shall set forth his/her grievance in writing to the principal specifying:

- a. The nature of the grievance
- b. The nature or extent of the injury, loss or inconvenience
- c. The results of previous discussion
- d. Dissatisfaction with decisions previously rendered

The principal shall communicate his/her decision to the aggrieved in writing within five (5) school days of receipt of the written grievance.

STEP 2

If the aggrieved is not satisfied with the disposition of his/her grievance at Level Two, Step 1; he/she may within five (5) school days present his/her grievance to the superintendent. The superintendent shall communicate his/her decision to the aggrieved in writing within five (5) school days of receipt of the written grievance.

STEP 3

In the event the student is not satisfied with the decision rendered by the superintendent, he/she may file the grievance in writing with the board of education. This must be done within five (5) school days after receipt of the decision rendered by the superintendent. The student may request a hearing before the board of education and request the superintendent to submit a resume of the administrative decisions rendered previously. The aggrieved person may be accompanied by his/her lawyer at this hearing and a complete transcript of the proceeding should be made.

STEP 4

In the event the aggrieved person is not satisfied with the decision rendered by the board of education, he/she may appeal the decision to the appropriate authorities as provided by law, or seek recourse through the court system.