

STUDENT GRIEVANCES

The following grievance procedure is established to provide for the resolution of grievances. This procedure is intended to provide a simple and straightforward way for the solution of problems at the lowest possible level, as fairly and expeditiously as possible.

Purpose:

1. To provide for unobstructed communications with respect to alleged grievances.
2. To reduce potential areas of conflict between students and the school district staff.

Procedure:

Step A: Informal

If a student has a grievance or a complaint, they should first discuss the matter with the individuals whose decision generated the complaint or grievance in an effort to resolve the problem informally.

A decision shall be rendered within three (3) working days after the informal discussion. This may be a verbal or written response.

If the student is not satisfied with the decision, or if no decision has been rendered, the student shall have the right to have their parent (guardian) or a faculty member assist them in further informal efforts to resolve the problem.

A decision will be rendered within three (3) working days after the informal discussion. This may be a verbal or written response.

Step B.

If the alleged grievance is not resolved satisfactorily at the informal meeting, the student may file a written grievance to the building principal within five school days after the meeting. If not so presented, the grievance will be considered resolved.

Step C.

The principal or his/her representative will investigate the grievance to determine its validity and within ten school days the principal or his/her representative will confer with the complainant and provide a written decision with reasons supporting the decision.

Step D:

Within ten school days of receipt of the Step C decision, the student may appeal the decision to the Superintendent. The appeal must be written, and shall include the original complaint and all previous supporting statements, evidence and decisions. Within ten school days of receipt of the appeal, the Superintendent will meet and confer with the complainant. Within ten school days of this meeting, the Superintendent's decision will be given to the complainant in written form.

Step E:

A student who does not accept the decision of the Superintendent may, within ten days of receipt of the Step D decision, make a written appeal for a meeting with the Board of Trustees. This appeal will include the original complaint and all previous supporting statements, evidence, and decisions. The Superintendent or Trustees shall, at the next regularly scheduled board meeting, schedule a meeting to confer with the student. A final written determination shall be made within ten school days following that meeting.

Approved: 05/01/86

Revised: 02/14/94

Reviewed: 12/14/98