

PROCEDURES  
STUDENT COMPLAINTS AND GRIEVANCES

Applicability

The procedures herein apply only to those situations not otherwise specifically provided by other district policy or procedure.

Rights of a Student

Nothing in these procedures shall be construed as limiting the rights of any student having a complaint to discuss the matter with an appropriate school administrator. No reprisals of any kind shall be taken by anyone against any student as a result of complaint or appeal.

Staff

Contractual and collective bargaining provisions and procedures will not be superseded by these procedures or any process to effect them.

Local School Level

In implementing the policy statement at the local school level, the principal is responsible for:

1. Ensuring that procedures for considering student problems and processing complaints and appeals are cooperatively developed by students, faculty, school council and building administrators.
2. Determining that the procedures are precise and clearly stated, afford due process and include provisions for appeal.
3. Forwarding an information copy of the procedures to the Superintendent.
4. Making such procedures available to each student.
5. Performing an annual review and revisions, if appropriate, of the procedures at the local school level.

Appeal of the Decision of the Principal

If a student is dissatisfied with the decision rendered at the local school level, he/she may appeal the decision to the Superintendent.

Submitting an Appeal

If the student is requesting an appeal, he/she must do so in writing within ten (10) school days to the Superintendent. The statement should include all pertinent factual information, the remedy requested, and a request for either (a) an informal review of the principal's decisions by the Superintendent or (b) a hearing before the Superintendent.

Informal Review of an Appeal

Upon receipt of a request for a review, the Superintendent acknowledges receipt of the request and makes a decision based on the information submitted by the student, school administration and other relevant sources. Within ten (10) school days of the date the appeal is received, the Superintendent notifies the student and Principal, in writing, of the decision concerning the appeal.

Hearing Before the Superintendent

Upon receipt of a request for a hearing, the Superintendent, (1) schedules a hearing date which must be within ten (10) school days from the date the request was received, (2) informs all individuals concerned, in writing, of

the time, date, and place of the hearing, and (3) notifies the student of his right to present information, evidence, and to have witnesses.

The Superintendent or designee is responsible for conducting the hearing, questioning parties to the hearing, and providing an opportunity for the student to question parties to the hearing (note: a student's opportunity to question witnesses may be negated in situations in which a potential threat to health or safety is deemed to exist).

Within five (5) school days after the hearing, the Superintendent reviews all data and information presented at the hearing, renders a decision, and notifies the student and Principal, in writing, of the finding. This is the final decision of the school district.

Adopted: June 3, 1996  
(replaces JFH-R)