

## **Student Concerns, Complaints, and Grievances**

Decisions made by school personnel which students believe are unfair or in violation of pertinent district policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints.

Grievance and investigation procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services.

Adopted: March 9, 1993

Revised: October 26, 2016

Revised and recoded by the superintendent: July 17, 2019

Revised: August 12, 2020, November 10, 2021

### **CROSS REFS.:**

#### ***Board policies:***

EL-4, Communication and Council to the Board

EL-9, Treatment of Students Parents and Community

EL-10, Student Conduct, Discipline and Attendance

#### ***Administrative policies:***

AC, Nondiscrimination/Equal Opportunity

AC-R1, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)

AC-R2, Sex-Based Discrimination and Sexual Harassment Investigation Procedures

IHCDA, Concurrent Enrollment

JB, Equal Educational Opportunities

JBB\*, Sexual Harassment

JICEA, School-Related Student Publications (School Publications Code)

JICEC\*, Student Distribution of Noncurricular Materials

## **Student Concerns, Complaints and Grievances**

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board and administrative policies and regulations
5. Curricular programs
6. Unlawful discrimination
7. All others

Complaints must be initiated in writing, dated and signed by the student. Forms for this purpose are available in the principals' offices. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: Immediate supervisor of the individual. The building principal is the supervisor of the teachers; the superintendent is the supervisor of the principal or support staff members.
2. Departmental procedures: Building principal.
3. Building procedures: Building principal.
4. Board and administrative policies and regulations: Appropriate director/coordinator.
5. Curricular programs: Appropriate director/coordinator.
6. Unlawful discrimination: See policies AC, JB and JBB\*.
7. All others: Building principal.

When a complaint is filed in writing, a conference will be held with the student within five school days. A written response will be given to the student within 10 school days following the conference.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 10 school days in accordance with the appeal procedures.

Appeals must be made in the following order: Building principal, appropriate coordinator or director, superintendent, Board of Education.

When an appeal has been filed in writing, a conference will be held with all parties involved within 10 school days. A written response will be given to the student within 10 school days following the conference.

If the appeal should reach the level of the Board of Education, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the student within 10 school days following the conference.

Approved: March 9, 1993

Revised and recoded by the superintendent: July 17, 2019