

## STUDENT COMPLAINTS AND GRIEVANCES

Any alleged act of unfairness or any decision made by school personnel, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances.

- A. The principal shall schedule a conference with the student and any staff member(s) involved to attempt to resolve the problem. Parents/guardians may be involved in the conference or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- B. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the executive director. The executive director shall arrange a conference to consider the problem and inform participants of the action that will be taken.
- C. If the student and/or parents/guardians are not satisfied with the action of the executive director, they may submit a written request to appear before the board. The decision of the board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

All records of notices, conferences, and actions taken to resolve student complaints and grievances will be filed and identified as grievance records, and will not be placed in personnel files.

Cross Reference: AC – Nondiscrimination

Adopted: 9/12/2012