

Student Grievance Procedure

PHILOSOPHICAL BASIS:

A grievance is defined as a claim by a student, with respect to that student's rights, that there has been a violation, misinterpretation, or misapplication of Federal Statutes, State Statutes, or Board policy as defined in those statutes or policies. Copies of grievance procedures shall be available upon request and shall be on file in the office of the superintendent and the office of each principal.

Rights:

Students have the right to a standard procedure for the resolution of grievances.

Students have the right to participate in the formulation of the grievance procedures with the school administration through procedures established in school rules.

Responsibilities:

Students have the responsibility to discuss their grievances informally with the persons involved prior to invoking formal grievance procedures.

Students have the responsibility to state the grievance clearly and concisely, to follow the established procedures, and to accept the decision that is the outgrowth of this process.

Purpose:

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems arising from the alleged violation, misinterpretation, or misapplication of Federal Statutes, State Statutes, or Board policy as defined in these statutes or policies.

Both parties agree that these procedures will be kept as informal and confidential as may be appropriate and without public disclosure.

Definitions:

The term grievance shall mean a written allegation by a student that a controversy, dispute, disagreement or violation of any kind or character exists arising out of or in any way involving a violation, misinterpretation, or misapplication of Federal Statutes, State Statutes, or Board policy as defined in those statutes or policies.

The term student grievant shall mean a student or a group of students filing a grievance.

The term day shall mean weekdays, exclusive of legal school holidays.

Procedure, Informal Level:

Once a student believes that there is a basis for a grievance, he first shall discuss the alleged grievance within ten (10) days following the event or incident-giving rise to the alleged grievance with the School Employee directly involved or responsible for the incident.

If the informal discussion does not resolve the alleged grievance, the formal grievance procedure may be invoked by submitting in triplicate the designated forms.

Procedures, Formal Level One:

The student grievant may submit within five (5) days following the informal meeting a copy of grievance from SG-1 to the School Principal.

Within five (5) days of receipt of the grievance, the School Principal shall meet with the student grievant and any representative chosen by the student in an effort to resolve the grievance. The School Principal shall indicate his disposition of the grievance in writing on form SG-1 within five (5) days after such meeting.

Procedures, Formal Level Two:

If the student grievant is not satisfied with the disposition of the grievance made at Level One, the grievance shall be transmitted to the Superintendent by filing a written copy of the completed form SG-1 including the disposition of Level One, with the Superintendent within five (5) days. Within five days of receipt of the grievance, the Superintendent or his designee shall meet with the student grievant and the student's parent/guardian to resolve the grievance. The written disposition of the grievance shall be made available to the student grievant no later than five (5) days after such meeting.

Other Provisions:

The time limits provided in this Procedure shall be strictly observed, but may be extended by written agreement of the parties.

Whenever illness or other incapacity of the student grievant or School Board employee prevents his presence at a grievance meeting. The time limit shall be extended to such time that the student grievant and School Board employee can be present.

Failure by the student grievant to submit the grievance to the next level of the procedure in the specified time limits shall constitute acceptance and shall close the matter.

Student Grievance Form SG-1

Incident/Event Date:

Filing Dates:

Informal	Level-1	Level-2
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Student Grievant:

Student's Mailing Address & Phone #:

School:

Name of the School Employee:

Name of Principal:

Statement of Grievance:

Statement of specific violation, misinterpretation, or misapplication of Federal Statutes, State Statutes, or Board policy:

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Action or Remedy Requested:

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Dates of Disposition:

Level-1	Level-2
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Student Grievant Signature:

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Principal Signature:

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Superintendent Signature:

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Copies to: Student Grievant, School Employee, and School Principal