

STUDENT COMPLAINT PROCEDURE

- STEP 1: A student or group of students shall request a meeting with the building principal in order to make an earnest effort to resolve the complaint. The request must be made within five school days of the date the event, which is the subject of the complaint, took place.
- STEP 2: Upon request, a meeting shall be set up by the building principal to hear and discuss the complaint. The time of the meeting shall be within five school days of receiving the request. One faculty member of the student's or students' choice and/or his/her/their parent(s)/guardian(s) may be present at the meeting.
- STEP 3: If the student or group of students and/or his/her/their parent(s)/guardian(s) are not satisfied with the disposition of the complaint in step 2 above, he/she/they may file an appeal with the superintendent within five school days after receipt of the disposition. The student or group of students may seek the assistance of a school faculty member in preparing the appeal. The time of a meeting to discuss the complaint shall be within five school days of receiving the letter of appeal. One faculty member of the student's or students' choice and/or his/her/their parent(s)/guardian(s) may be present at the meeting.
- STEP 4: If the student or group of students and/or his/her/their parent(s)/guardian(s) are not satisfied with the disposition of the complaint in step 3 above, he/she/they may file an appeal with the Board within 10 school days after receipt of the disposition. The student or group of students may seek the assistance of a school faculty member in preparing the appeal. The time of a meeting to discuss the complaint shall be within ten days of receiving the letter of appeal. One faculty member of the student's or students' choice and/or his/her/their parent(s)/guardian(s) may be present at the meeting.

The decision of the school board shall be final.

Any complaint not submitted or appealed within the times outlined above shall be considered resolved.

APPROVED: February 28, 2005