

**Student Grievance**

A grievance is defined as a written complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: 1) that a school rule is unfair or that it has been misinterpreted or improperly enforced by a teacher or administrator; or 2) that a school rule or regulation discriminates between students; 3) that an unfair procedure has been used in arriving at a punishment. Students are encouraged to contact the school counselors, Title IX Coordinator, or the 504 Coordinator with concerns about sexual harassment or ADA issues.

The Board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships between the schools, students, and community.

The Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his or her parent or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which the student, parent, or guardian considers unjust or unfair.
2. If the incident remains unresolved, the student or his or her parent or guardian or the teacher, may bring the matter to the principal's attention for consideration and action.
3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the Superintendent for consideration.
5. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board for review.

The Board's decision will be final unless an appeal hearing is requested.

Grievances are to be processed so that no student's complaint shall consume more than 15 days time in all. The burden of proof is upon the student to show that a rule is unfair, is discriminatory or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing and designed to provide the student with a basis for resolution of the problem as originally stated in his/her complaint.

Adopted: February 13, 1989

Revised: May 12, 1997; July 12, 2010; June 9, 2014

# STUDENT GRIEVANCE FORM

5146 Student Grievance

Date: \_\_\_\_\_

Level 1-Counselor \_\_\_\_\_ Level 2-Principal \_\_\_\_\_ Level 3-Superintendent \_\_\_\_\_

I, \_\_\_\_\_, hereby file a grievance complaint to

\_\_\_\_\_.

My grievance is based on \_\_\_\_\_ 1) that a school rule is unfair or that it has been misinterpreted or improperly enforced by a teacher or administrator; \_\_\_\_\_ 2) that a school rule or regulation discriminates between students; \_\_\_\_\_ 3) that an unfair procedure has been used in arriving at a punishment.

Specifically, my grievance is that:

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I hereby petition for a hearing on my grievance at the convenience of the school personnel but in no event later than five school days after the date of the petition.

Student Signature(s) \_\_\_\_\_

The student may be represented at the conference by an adult but the student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's rights to the conference provided by the school unless extenuating circumstances make it impossible for the student to appear.

[The following is to be printed on the reverse side of the grievance form:]

**SCHOOL RECORD OF STUDENT GRIEVANCE**

Grievance received by \_\_\_\_\_  
Date Received: \_\_\_\_\_ Conference Date: \_\_\_\_\_  
Place of Conference: \_\_\_\_\_ Time: \_\_\_\_\_  
Disposition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of School Representative(s): \_\_\_\_\_

Grievance received by \_\_\_\_\_  
Date Received: \_\_\_\_\_ Conference Date: \_\_\_\_\_  
Place of Conference: \_\_\_\_\_ Time: \_\_\_\_\_  
Disposition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of School Representative(s): \_\_\_\_\_

Grievance received by \_\_\_\_\_  
Date Received: \_\_\_\_\_ Conference Date: \_\_\_\_\_  
Place of Conference: \_\_\_\_\_ Time: \_\_\_\_\_  
Disposition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of School Representative(s): \_\_\_\_\_