Parent/Student Grievance Procedures

The administrators and staff are available to assist students and parents or guardians with any school-related problem. Any time a student has a problem, his/her parent or guardian should contact the school office so that the problem may be resolved. However, if the problem is not easily resolved, the following procedure should be followed:

Step 1 CONFERENCE WITH TEACHER

If the problem is related to the classroom, the parent should contact the principal to arrange a conference with the classroom teacher as soon as possible to discuss the issue.

Step 2 CONFERENCE WITH TEACHER AND PRINCIPAL

If the Step 1 conference does not resolve the situation, the teacher and parent should arrange a conference with the principal.

Step 3 CONTACT SCHOOL PRINCIPAL

If the problem is not related to the classroom, the parent or guardian should contact the principal directly. If the problem is related to a policy of the SBDM (site-based decision making) council, the parent or guardian may be asked to address the SBDM council.

Step 4 CONTACT SUPERINTENDENT IN WRITING

If none of the above procedures results in a satisfactory solution to the issue, the parent or guardian should state his/her complaint in writing to the superintendent.

Step 5 SUPERINTENDENT WILL ADVISE

The superintendent will advise the parent in writing of the disposition within ten (10) days.

Step 6 APPEAL TO LYON COUNTY BOARD OF EDUCATION

If, within ten (10) calendar days, the matter is not satisfactorily resolved by the superintendent, the parent or guardian may, within twenty (20) days, appeal to the Lyon County Board of Education. The Board shall afford the affected parties an opportunity to be heard within thirty (30) calendar days of the appeal to the Board. The Board shall issue a final written decision on the appeal with its rationale no later than sixty (60) calendar days from the date of the presentation to the Board.