

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Students are encouraged to settle their concerns about staff actions or decisions at school in a personal and informal manner.

These regulations are not intended to apply to a teacher's determination of a student's grade, unless the student believes the grade resulted from discrimination or non-compliance with the conditions of an individualized educational plan (IEP). In the latter case, the student should contact the director of special education, and the IEP process should be followed in compliance with the Individuals with Disabilities Education Act (IDEA).

Civil Rights Complaints

The following person/people has/have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX/Employee ADA/Section 504/EEO Compliance Officer
Director of Human Resources
800 South Taft Avenue
Loveland, Colorado 80537
(970) 613-5009
nondiscrimination@tsd.org

Student ADA/Section 504 Compliance Officer
Executive Director of Student Support Services
800 South Taft Avenue
Loveland, Colorado 80537
(970) 613-5092
nondiscrimination@tsd.org

Alleged Violation of District/School Policies or Rules

1. Initial Communication

The student should, if possible, try to resolve the matter informally with the staff member concerned. The student may seek another person to serve as an advocate for this initial contact and, if needed, for the further steps described below. The advocate's role is to help the student, not to act as a legal representative.

2. Review

If the matter cannot be resolved informally at the initial level, the student or student advocate should submit a written statement describing the decision or action experienced in a clear, specific, and detailed manner and submit it to the building principal or other administrator in charge. The student or advocate may request assistance in preparing the written statement.

The administrator shall investigate the facts and meet with the student, and/or the student's advocate, and then with the staff person(s) named in the written statement in an effort to facilitate a mutually acceptable resolution. The issue shall be resolved within ten school days from receipt of the written statement, unless the student and staff member

involved agree to extend that period.

3. Appeal

If the issue has not been resolved to the student's satisfaction, the student or advocate may submit a written appeal within ten school days to the appropriate Executive Director in Learning Services. This Executive Director, or another appropriate Director they designate, will hold a conference of all parties involved within ten school days. The complainant will receive a written response within ten school days after the conference.

The complainant may appeal this response to the superintendent within ten days of receiving it. If the appeal should reach the superintendent, they shall review all the written documents, may meet with any or all of the individuals involved, and shall notify the student or advocate in writing of their decision within twenty school days. The decision of the superintendent shall be final.

In cases where a principal or other administrator in charge is the staff member concerned, the appropriate Executive Director in Learning Services will perform the actions assigned above to the administrator, and appeal will be directly to the superintendent.

Student Procedural Rights

This appeal procedure is not considered a due process hearing. The student does, however, have a right to have witnesses give their perceptions and to present documents as part of the investigation. The student has no right to have an attorney present the case, to make video or audio recordings of the meeting, or to cross-examine adverse witnesses. The student advocate may participate in all hearings. These procedures are not intended to supersede any state or federal laws to the contrary.

Confidentiality

Any information received during this process shall be confidential. No information learned through it shall be made available to anyone unless that person has a legitimate educational interest in the record or the proceedings.

Adopted May 4, 1994

Revised January 17, 2024