



Capital School District

Board of Education Policy

Section: Student
Title: Grievance Procedure Dover High School
Policy #: 700-10
Date Approved: 12/05/12
Date Revised: 10/17/12

Purpose:

To provide a definition and procedure for grievances for high school students in Capital School District.

GRIEVANCE PROCEDURE – DOVER HIGH SCHOOL

Section I: *Definition*

A grievance is a complaint by a student attending Dover High School that there has been a violation, misinterpretation or inequitable application of an established policy governing students.

Section II: *Procedure*

1. The student must first discuss his/her grievance informally with the person against whom the grievance is directed. It is expected that most problems will be resolved at this stage.
2. If the student is not satisfied with the above, said student will submit his complaint in writing to an associate principal. However, if the grievance involves an associate principal directly, or is directed against a decision that the associate principal has decided upon, the student may choose to move to the principal level. If the complaint is against a teacher, Article V, Paragraph 5:17 of the *Master Agreement* is to be followed:

“Any complaints/concerns regarding a teacher made to any member of the administration by someone other than an administrator, shall be immediately brought to the attention of the teacher, but no later than the end of the next working day when both are in attendance. The principal or immediate supervisor shall meet with the teacher to apprise him/her of the full nature of the complaint, including the name of the complainant, and they shall attempt to resolve the matter in the best possible way. Any complaint/concern not brought to the attention shall not be used for evaluation or disciplinary action.”

Within five (5) school days, the associate principal shall call a meeting of the student, who may be accompanied by the person of his choice or parent, the staff member and a CEA representative, if the staff member so chooses, to discuss the grievance. The associate shall make every effort to resolve the matter equitably and as quickly as possible, but within a period not to exceed three (3) days. The associate shall communicate his decision in writing to the student, parent, and the staff member. Failure

on the part of the principal either to call a meeting or to render a decision in writing within the designated time shall constitute the basis for an automatic appeal to the next level.

3. If the grievance is not resolved to the satisfaction of the student, he may appeal the associate principal's decision to the principal in writing within three (3) school days.

The principal or his designee shall meet with the student who may be accompanied by the parent/person of his choice, the staff member and his representative, in order to resolve the matter equitably and as quickly as possible, but with a period not to exceed five (5) school days. The principal shall communicate his decision in writing to the student, the parent, the staff member, and the associate principal.

4. If the grievance is not resolved to the satisfaction of the student, he may appeal the principal's decision to the Superintendent of Schools in writing within three (3) school days.

The Superintendent of Schools or his designee shall meet with the student, parent/person of choice, the staff member and his representative, within 19 school days in an attempt to resolve the matter.

The decision of the Superintendent of Schools shall be communicated in writing to all parties previously involved within five (5) school days.

5. If the grievance is not resolved to the satisfaction of the student, he may appeal the Superintendent's or his designee's decision in writing to the Board of Education within five (5) school days. The Board of Education shall be communicated to all parties within five (5) school days. The decision of the Board of Education shall be final.

The grievance procedure in no way abrogates the rights of students to seek relief in the courts.

Every effort should be made by the student and teacher, principal, parent, or others to resolve the grievance informally.

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