



## **JII - STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

Decisions made by school personnel that students believe are unfair or in violation of pertinent District policies or individual school rules may be appealed to the principal or a designated representative, or by following the specific appeal process created for particular complaints.

For the purposes of this policy, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations
5. Curricular programs
6. Civil rights
7. All others

Complaints must be initiated in writing, dated, and signed by the complainant. Forms for this purpose are available in the principals' offices. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: Immediate supervisor of the individual. The building principal is the supervisor of the teachers and other staff at the principal's school, and the appropriate assistant superintendent of school services is the supervisor of the principal.
2. Departmental procedures: Building principal.
3. Building procedures: Building principal.
4. District policies and regulations: Appropriate assistant superintendent of school services.
5. Curricular programs: Executive director of student achievement and professional development.

6. Civil rights: Compliance officer or building principal.
7. All others: Building principal.

When a complaint is filed in writing, a conference will be held with the complainant within five school days or as soon thereafter as reasonably possible. A written response will be given to the complainant within ten school days following the conference or as soon thereafter as reasonably possible.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within ten school days in accordance with the appeal procedures.

Appeals must be made in the following order: building principal, appropriate assistant superintendent of school services or executive director, superintendent, Board of Education.

When an appeal has been made, a conference will be held with all parties involved within ten school days or as soon thereafter as reasonably possible. A written response will be given to the complainant within ten school days following the conference or as soon thereafter as reasonably possible.

If the appeal should reach the Board level, it shall be handled in accordance with Board of Education Policies EL 2.1, ¶ 12, and GP 3.12, § 5.

Adopted by Board: August 14, 1995

Revised by Board: November 25, 2002

Revised by Board: October 11, 2004

Revised by Board: April 23, 2007, effective July 1, 2007

Revised by Board: April 13, 2010, effective July 1, 2010

#### CROSS REFS:

ACA, Nondiscrimination on the Basis of Sex(Compliance with Title IX)

ACE, Nondiscrimination on the Basis of Disability(Compliance with Section 504)

IHCDA, Postsecondary Options/Concurrent Enrollment

JB, Nondiscrimination/Equal Educational Opportunities

JBB, Harassment of Students

JICEC, Student Distribution of Non-curricular Materials