

STUDENT GRIEVANCE POLICY

A grievance is another name for a complaint. A student grievance exists when it's alleged that a student has been unfairly treated or has not been afforded due process. A student grievance must be filed within **ten (10) school days** from the time of the alleged infraction.

The following persons or groups of persons may use the grievance procedures:

- Students or groups of students
- Parents or guardians of a student
- Groups of parents or guardians of students

The grievance procedure may be used in any of the following situations:

1. Where it is alleged that any student or group of students:
 - is/are being denied access to an appropriate educational opportunity;
 - is/are being denied participation in any school activity for which the student is eligible;
 - is/are being denied the opportunity to compete for a position in an activity where the selection is limited;
 - is/are being subjected to an arbitrary or unreasonable regulation, procedure, or standard of conduct.
2. Where it is alleged that the rights of an individual student and/or group of students are being denied or abridged.

GRIEVANCE PROCEDURE

When the grievance procedure is used, these steps shall be followed:

1. The grievant shall request a conference with the teacher or person(s) who allegedly treated the student unfairly. If requested, an administrator or district director may be present.
2. If the conference fails to resolve the issue within ten (10) school days from the date of the alleged incident, the grievant shall file a written grievance with the principal and/or the designated assistant principal.
3. A grievant wishing to appeal the principal's written decision must file a written appeal with the appropriate district-level administrator no later than five (5) school days from the date of the receipt of the principal's written decision.
4. The appropriate district-level administrator shall schedule a conference to hear the grievance no later than five (5) school days following receipt of the notice of appeal and shall issue a decision, in writing, no later than five (5) school days following the grievance conference.
5. If the grievance decision at the appropriate district administrator's level is not acceptable, the appropriate district-level administrator's decision may be appealed to the Superintendent, such appeal to be filed, in writing, not later than ten (10) school days following the date of receipt of the appropriate district-level administrator's written decision. The Superintendent shall resolve the grievance by investigating the problem, holding conferences with the involved parties, or reviewing the written grievance record.
6. The decision of the Superintendent shall be the final decision of the school system. The Superintendent shall send a copy of the Superintendent's final decision to all involved parties not later than ten (10) school days following receipt of the appeal.
7. Should the grievant not be satisfied by the final decision of the school system, outside legal counsel may be sought. The grievant can file a complaint with the Office of Civil Rights at any-time before or during the grievance procedures: Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367, (816)880-4200.