

Policy No. 219

Section PUPILS

Policy Guide

Title STUDENT COMPLAINT
PROCESS

Adopted AUGUST 21, 1989

Revised OCTOBER 19, 1998

	POLICY NO. 219 STUDENT COMPLAINT PROCESS	
1. Purpose	The Board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.	
2. Definition	For purposes of this policy, a student “complaint” shall be one that arises from actions that directly affect the student’s participation in an approved educational program.	
3. Authority	<p>The Board or its employees will recognize the complaints of the students of this District provided that such complaints are made according to procedures established by Board policy.</p> <p>The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, to the guidance counselor; and both shall attempt to resolve the issue informally and directly.</p>	
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For complaints which must move beyond the first step, the student shall prepare a written statement of the complaint, which shall set forth the specific nature of the complaint and a brief statement of the facts giving rise to it.

The complaint then may be submitted in turn to the building principal, the Superintendent, and the Board.

At each step beyond the first, the school authority hearing the complaint may call in the student's parent.

The student may seek the help of a parent or a guardian at any step.