

## JFH - STUDENT COMPLAINTS AND GRIEVANCES

### STUDENT GRIEVANCE

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices:

- a. that a school rule is unfair
- b. that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or handicap
- c. that an unfair procedure has been used in arriving at a punishment

Grievances are processed through four steps:

- a. to the counselor
- b. to the principal
- c. to the superintendent
- d. complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review

The Board's decision will be final unless an appeal is requested. On all four levels an informal conference is to be held within five days of the date of filing of the complaint so that no student's complaint shall consume more than 15 day time in all. The burden of proof is upon the student to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing at the principalship level and designed to provide the student with a basis for resolution of the program as originally stated in the complaint.

### STUDENT GRIEVANCE PROCEDURE

If a student has a grievance, he/she should present it in writing to:

**LEVEL 1:** The school counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five days time of the date of filing.

**LEVEL 2:** If a student is not satisfied with the resolution made at level one, he/she may appeal in writing to the principal for pupil services for an information conference and discussion of said grievances.

**LEVEL 3:** If a student is not satisfied with the resolution made at level two, he/she may appeal to the superintendent for an informal conference and discussion of said grievance.

**LEVEL 4:** Complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The board's decision will be final unless an appeal is requested.

Adopted: July 13, 2009