

West Central School District 49-7

STUDENT COMPLAINTS/GRIEVANCES

It is the policy of the West Central School District #49-7 not to discriminate in any of its policies and programs on the basis of age, race, sex, religion, national origin, disability, sexual orientation and other human differences, or to violate any of the Title I of the Elementary and Secondary Education Act of 1965 as amended.

Definition

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

- 1) that a school rule is unfair
- 2) that a school rule or regulation discriminates between students based on age, race, sex, religion, national origin, disability, sexual orientation and other human differences.
- 3) that an unfair procedure has been used in arriving at a punishment

Procedure

A. General comments – grievances are processed through four (4) steps: counselor, principal, superintendent, the West Central School Board for review. At levels 1, 2 and 3, a conference is to be held within five (5) school days of the date of filing of the complaint at that level. 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 occurred. The final resolution of the grievance is to be in writing and designed to provide the student with a basis for resolution for the program as originally stated in the complaint.

B. Student Grievance Procedure – If a student has a grievance, he/she should present it in writing to:

LEVEL 1 (Counselor): The school counselor should schedule 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 school days after the date of filing.

LEVEL 2 (Principal): If a student is not satisfied with the resolution made at level one, he/she may appeal in writing to the principal for discussion of said grievance. The principal must hold a conference within five school days after the date of filing.

LEVEL 3 (Superintendent): If a student is not satisfied with the resolution made at level two, he/she may appeal in writing to the superintendent for a conference and discussion of said grievance. The superintendent must hold a conference within five school days after the date of filing.

LEVEL 4 (School Board): Complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board. The Board will review the grievance no later than the next board meeting. The Board's decision will be final unless an appeal is requested.

Policy:

Adopted: 2/27/89

Revised: 8/23/93; 7/28/97; 10/8/12