

SECTION: PUPILS

TITLE: STUDENT COMPLAINT
PROCESS

ADOPTED: July 1, 1991

REVISED:

219. STUDENT COMPLAINT PROCESS	
1.Purpose	<p>The Executive Council recognizes that students have the right to request redress of complaints. Further, the Executive Council believes that the inculcation of respect for lawful procedures is an important part of the education process. Accordingly, individual and group complaints should be recognized, and appropriate appeal procedures provided.</p>
2.Definition	<p>For purposes of this policy, a student complaint shall be any such that arises from actions that directly affect the student's participation in an approved educational program.</p>
3.Authority	<p>The Executive Council or its employes will recognize the complaints of the students of this school, provided that such complaints are made according to guidelines established by policy.</p>
4.Guidelines	<p>The student first should make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor; both shall attempt to resolve the issue informally and directly.</p> <p>For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth the specific nature of the complaint and a brief statement of the facts giving rise to it.</p> <p>The complaint may then be submitted, in turn, to the Director or a designee and the Executive Council, with a suitable period of time allowed at each level for the hearing of the complaint and the preparation of a response.</p> <p>At each level the student shall be afforded the opportunity to be heard personally by the school authority.</p> <p>At each step beyond the first, the school authority hearing the complaint may call in the student's parent.</p> <p>The student may seek the help of a parent or guardian at any step.</p>