**JII Student Concerns, Complaints and Grievances**

Issued 6/15

**DRAFT 19**

Purpose: To establish the basic structure for a student grievance procedure.

The district provides a grievance procedure as a formal method for the resolution of any grievances concerning the treatment of students by district personnel. These grievances may arise from allegations of violations of student legal rights or district policy.

In addition, the board recognizes there may be conditions in the school system that the district could improve and that students should have some means by which they can effectively express their concerns—**the value of having a process by which students may provide suggestions for improvement**.

The district encourages the resolution of student complaints and grievances (submitted by students or their parents/legal guardians) through orderly processes at the lowest possible administrative level unless otherwise warranted by specific circumstances.

The following informal process should initially be followed in such circumstances.

- A teacher will provide any student or his/her parent/legal guardian the opportunity to discuss a decision or situation that the student considers unjust or unfair.
- If the concern remains unresolved, the student, his/her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action.
- The student may also bring the matter to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal.
- If the matter is still unresolved after the procedure outline above, the complaining party may bring the matter to the superintendent or his/her designee for consideration (**see directions for the formal process below**).
- **If the matter is still unresolved, the complaining party may bring it in writing to the board for review.**

The following formal process should be followed if the matter is not resolved through the informal process:

If a complaint cannot be resolved informally at the school level, the parent/legal guardian of the student may appeal the matter at the district level. However, in such a case, the parent/legal guardian will first place their concerns in writing to the attention of the principal within 10 business days of their complaint not being resolved, and state...
what issue(s) he/she intends to appeal to the district. The principal will respond in writing to the parent/legal guardian's concerns within 10 business days from receipt of the written concerns. The principal may also choose to meet further with the parent/legal guardian in response to the concerns. If the parent/legal guardian is not satisfied with the written response from the principal, then the parent/legal guardian may appeal the matter to the district as follows:

- Within 10 business days of the matter being unresolved, the parent/legal guardian will place in writing to the superintendent the specific concerns already addressed with the teacher and school administration which were not resolved to the parent/legal guardian's satisfaction. Upon receipt of such an appeal, the superintendent or his/her designee will determine who should consider the appeal and it will be forwarded to that individual for handling. The designee who considers the district-level appeal will meet with the parent/legal guardian within 10 business days of receipt of the complaint and may request information from the school level regarding the handling of the complaint at the school level, as well as information from the parent/legal guardian. The district-level administrator will respond in writing to the parent/legal guardian within 10 business days of the meeting and the response will include the name of the individual who would consider the next level of appeal, should the matter not be resolved.

- After following the above procedures for each level of administrative appeal, if the matter is still unresolved to the parent/legal guardian's satisfaction, the parent/legal guardian may request an appeal with the board of trustees regarding the complaint.

- Appeal requests to the board will be made in writing to the superintendent within 10 business days of the superintendent's or his/her designee's response to the complaint. Upon receipt of such an appeal, the superintendent will provide to the board the appeal, together with copies of all relevant documentation from the lower administrative levels. After review of the written appeal, the board will notify the parent/legal guardian of its decision, including whether or not it intends to meet with the parent/legal guardian to discuss the complaint.

- Reasonable adjustments to the time frame set forth in this policy may be made at the request of either party.

The district will not discriminate on the basis of race, color, religion, sex, disability, national origin, immigrant status, or English-speaking status.

Title VI Complaints

Students who believe that they have been discriminated against on the basis of their race, color, or national origin have the right to appeal to their principals. If the student is not satisfied with the decision of the principal he/she the student may appeal to the district Title VI coordinator/superintendent and then to the board as set forth in this policy.
Title IX complaints

Students who believe that they have been discriminated against on the basis of their sex have the right to appeal to their principals. If the student is not satisfied with the decision of the principal, he/she the student may appeal to the district Title IX coordinator/superintendent and then to the board as set forth in this policy.

Section 504 complaints

Students who believe that they have been discriminated against on the basis of their disabling condition have the right to appeal to their principals. If the student is not satisfied with the decision of the principal, he/she the student may appeal to the district's Section 504 compliance officer coordinator/superintendent and then to the request a due process hearing, facilitated by an impartial hearing officer; board as set forth in this policy. The superintendent will schedule appeals to the board. If not satisfied with the outcome at the local level, the student may file a complaint with the Office for Civil Rights.

Title VI complaints

Students who believe that they have been discriminated against on the basis of race, color, gender, religion, beliefs, disability, national origin, immigrant or English speaking status have the right to appeal to their principals. If the student is not satisfied with the decision of the principal he/she may appeal to the district Title VI coordinator/superintendent and then to the board as set forth in this policy.

Note: It may be appropriate for concerns affecting a group of students to be brought to the attention of class officers and/or student council members for possible consideration and recommendation to the principal.

Adopted 11/22/83; Revised 11/11/86, 2/23/93, 7/1/03, 3/21/11, 6/9/15,

Legal references:

Federal Law:

Rehabilitation Act of 1973, Section 504, 29 U.S.C.A. Section 794 - Prohibits discrimination against "otherwise qualified" disabled persons by federal grantees.

Title VI of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000d - Prohibits discrimination on the basis of race, color, national origin or immigration
status, among other factors, in programs receiving federal financial assistance.


Federal Cases: