

J-10 COMPLAINTS AND GRIEVANCES

The Board shall develop a procedure to provide for prompt and equitable resolution of students' complaints and grievances. A "grievance" is a complaint based upon an alleged violation, misinterpretation, or inequitable application of any published policy, rule or regulation of the school system.

Level One – The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance may first take it to his/her immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

Level Two – In the event the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, he/she may file an appeal in writing with the Superintendent or his/her designee. Within ten (10) days from receipt of the grievance, he/she shall request a conference with the aggrieved or render a written decision.

Level Three – In the event the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may request the Superintendent or his/her designee to schedule a brief hearing before the Board at its next regular meeting.

The aggrieved person may select a representative to accompany him/her at each level, may ask such representative to state the facts in written form, and may request a written decision at each level outlined above.

The grievance procedure must be initiated at the level at which grievance occurred, and all requirements specified must be observed by students and school officials.

A time and place for the discussion and consideration of a grievance will be selected which will not interfere with regular scheduled classes or school related activities. The faculty and administration shall make an effort to resolve student grievances as quickly as possible at the most immediate level of supervision.

ADOPTED: May 11, 2004

LEGAL REF: Code of Alabama 16-11-9, 16-12-3c