

STUDENTS

Series 500

Policy Title Student Complaints and Grievances

Code No. 502.04

Creating an environment where students feel comfortable addressing their concerns in a meaningful manner is vital to the learning process. It is the goal of the board to resolve student complaints at the lowest organizational level. Student complaints and grievances regarding board policy or administrative regulations, or other matters should first be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint.

If the complaint cannot be resolved by a student's teacher or other licensed employee, the student may discuss the matter with the principal within three (3) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within fifteen (15) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.

Note: There should be reasonable limits on the number of days a student has to pursue a complaint. Cross reference with the number of days listed in policy 401.04 for consistency.

Legal Reference:

Iowa Code § 279.8

Cross Reference:

210.08 Board Meeting Agenda

210.08-EH(1) Board Meeting Agenda - Example

210.08-EH(2) Board Meeting Agenda - Example (with closed session)

215.00 Public Participation in Board Meetings

Adopted: May 13, 2013

Reviewed: November 21, 2022

Revised: November 21, 2022

PARENT/STUDENT GRIEVANCE PROCEDURE

Check type of grievance:

- Section 504 of the Rehabilitation Act/ADA
- Title VI of the Civil Rights Act of 1964
- Title IX of the 1972 Educational Amendments
- Student Attendance and Discipline Code 280.6

1. An alleged grievance under the type indicated above must be filed in writing fully setting out the circumstances giving rise to such grievance.
2. Such claims must be made in writing and filed with the principal serving in the capacity of:
 - a. Section 504/ADA Compliance Coordinator
 - b. Title VI Equal Education Compliance Coordinator
 - c. Title IX Equity Compliance Coordinator
 - d. Student Responsibilities and Discipline
 - e. Good Student Conduct
3. The claim for grievance is being made by:

Student Signature	Date	Telephone Number
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Parent/Guardian Signature	Date	Telephone Number
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4. A hearing will be conducted according to the procedures in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
5. Attach or send a letter explaining the problem and remedy you seek. Describe why you believe the previous decision is unfair. Address your letter to: Principal, George-Little Rock High School, PO Box 6, George, Iowa 51237.

Level I Hearing

1. The building principal will serve as the level I Hearing Officer. The compliance coordinator may appoint an alternate level I Hearing Officer if the building principal is unavailable or a conflict of interest arises.
2. The building principal shall meet with the student and parent/guardian within three (3) days of receiving the signed and dated grievance form and attached letter explaining the circumstances giving rise to the grievance. The level I hearing shall allow the student and/or parent/guardian full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his/her choice including an attorney.
3. The building principal shall make his/her decision in writing, including an explanation of the decision within five (5) days after the hearing. The decision must be made solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If unsatisfied with the principal's written response, go to level II explained in the following section. If satisfied with the principal's decision and explanation, no further action will be taken.

Level II Hearing

1. If the grievant is not satisfied with the decision from level I, the grievant may file for a level II hearing within ten (10) days of the level I written response. The superintendent or his/her designee shall serve as the level II hearing officer.

2. The level II hearing officer shall make his/her decision in writing to each party of the grievance within ten (10) days of the level II hearing using the same procedures described in the level I process.

Level III

If the complaint is not satisfied with level II, further appeal may be made to the appropriate agency:

Section 504/ADA	U.S. Department of Civil Rights
Rehabilitation Act of 1973	Department of Education Washington, DC 20201
Title VI Civil rights Act of 1964	Region VII Office of Civil Rights Kansas City, MO
Title XI 1972 Educational Amendments	Region VII Office of Civil Rights Kansas City, MO
Good Conduct Policy	Department of Education Grimes State Office Building Des Moines, IA 50319
Student Attendance/Discipline	County Attorney

Grievance Procedure Form

Grievance form for complaints of discrimination or non-compliance with Federal and State Regulations requiring non-discrimination.

I, _____, am filing this grievance

because: _____

(Attach additional sheets, if necessary)

Describe incident or occurrence as accurately as possible: _____

(Attach additional sheets, if necessary)

Signature: _____ Date: _____

Address: _____

Phone Number: _____

If student, name: _____

School: _____ Grade Level: _____

Name of individual alleging discrimination or non-compliance: _____

Name: _____ Grievance Date: _____

State the nature of the complaint and the remedy requested: _____

Indicate the Level I principal or supervisor's response or action to above complaint: _____

Signature of Principal or Supervisor: _____ Date: _____

Grievance Compliance Officer Response

Brief summary of complaint and action taken to date: _____

Investigation findings: _____

Ruling: _____

Signature of Compliance Officer: _____

Date: _____

Filed with:

- Complainant
- Superintendent of Schools
- Principal or Supervisor