

### **Complaints and Grievances**

Normally, complaint is oral; however, any party to a complaint may at any time request that a complaint be made in writing. If a student or the parent of a student involved in a disciplinary ruling wishes to contest the disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure which follows should be used by the person filing the complaint.

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his/her action and give his/her decision to the complainant.
2. If the complainant is not satisfied with the decision, the complainant must be directed to the principal. The principal shall review the original action that was taken and render a decision or suggest a solution which might be mutually satisfactory to all parties. If either party is not satisfied with the decision of the principal, the complaint may be directed to the superintendent.
3. The superintendent shall review the **complaint** and shall issue a decision regarding the complaint. Except in the case of a suspension, any further appeal must be made to the Board of Education through regular procedures (provided by the superintendent) for appearing before the Board. In the case of suspension, appeal may be made to the Board only if the superintendent initiated the suspension process.

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