

<b>BRITTON-HECLA SCHOOL DISTRICT</b>	
<b>Policies</b>	<b>JFH</b> <b>Page 1 of 2</b>

## **STUDENT GRIEVANCE**

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices:

1. a school rule is unfair
2. a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or disability, and
3. an unfair procedure has been used in arriving at a punishment.

Grievances are processed through 4 steps:

1. to the counselor,
2. to the principal,
3. to the superintendent,
4. complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review.

The Board's decision will be final unless an appeal is requested. On all four levels an informal conference is to be held within five school days of the date of filing of the complaint so that no student's complaint shall consume more than 15 school days' time in all. The burden of proof is upon the student to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetrated.

The final resolution of the grievance is to be in writing at the principalship level and designed to provide the student with a basis for resolution of the alleged unfair practice as originally stated in the complaint.

### **Student Grievance Procedure**

If a student has a grievance, the student should present it in writing to:

- LEVEL 1: The school counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five school days time of the date of filing.

- LEVEL 2: If a student is not satisfied with the resolution made at level one, the student may appeal in writing to the principal for an information conference and discussion of said grievances.
- LEVEL 3: If a student is not satisfied with the resolution made at level two, the student may appeal to the superintendent for an informal conference and discussion of said grievance.
- LEVEL 4: Complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review. The Board's decision will be final unless an appeal is requested.

Legal References:

Adopted:

Revised/Reviewed: **11/13/17**