

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

**CODE: JII**

**STUDENT GRIEVANCES**

A grievance is a written allegation by a student and/or the student's parent of a violation of Board policy, administrative regulation, or of a written school rule or regulation pertaining to students. The term "grievance" will not apply to any matter for which the method of review is prescribed by law or where the Board is without authority to act. The school district has prescribed other policies pertaining to complaints involving discrimination and/or sexual harassment. Any student or his parents having a complaint involving discrimination or sexual harassment should use the applicable policies and procedures pertaining to those kinds of complaints.

For grievances as defined in this policy, the student is encouraged to present such grievance first to his/her teacher if the grievance involves the teacher, and if not, then to the building administrator. In those instances where satisfactory results or adjustments cannot be made by the teacher, the matter may be taken up with the building administrator. If the matter cannot be satisfactorily resolved within five (5) working days after the grievance is submitted in writing, the matter may be referred to the building administrator if first presented to the teacher, or if first presented to the building administrator, then it may be referred to the superintendent. If the grievance is not satisfactorily resolved within five (5) working days thereafter or any extension agreed to by the grievance, then the matter may be referred to the superintendent; or if the superintendent has already considered it, then to the Board of Trustees. Any grievance submitted to the Board of Trustees must first have been considered by the building administrator and the superintendent. The Board shall consider the grievance at its next board meeting first occurring not less than five (5) working days after submission of the grievance to the Board of Trustees. The decision of the Board of Trustees shall be final.

A grievance may be present in writing to:

- LEVEL 1: The school principal will schedule an informal discussion of said grievance. Many grievances may be resolved at this level. The principal must hold a conference within five 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 superintendent. The superintendent will hold an informal conference for the purpose of discussion of the grievance. The resolution of the grievance at this level will be in writing.
  
- LEVEL 3: 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 made to another agency. The resolution of the grievance at this level will be in writing.

Adopted: 1/20/98