

PROCEDURE FOR IMPLEMENTATION OF THE GRIEVANCE POLICY

The following procedure is developed for the purpose of implementing the Board of Education policy related to student grievances.

If the alleged grievance is not resolved, at any step, the complainant may present the written grievance to the next level of consideration as specified herein. Such presentation shall be made within five (5) days of receipt of the reply from the previous step.

Step I: Any student who feels he or she has a justifiable grievance shall first discuss same with the appropriate building administrator. The objective will be to resolve the matter informally at this level of contact. The appropriate supervisor or building administrator shall provide an answer to the complainant with five (5) days after the meeting.

Step II: If the alleged grievance is not resolved in Step I, then the student may present the grievance in writing to the building principal. The supervisor or principal shall provide a written response within five (5) days.

Step III: If the alleged grievance is not resolved in Step II, then the student may present the written grievance, together with a copy of the Step II grievance and reply, to the appropriate assistant superintendent or other appropriate supervisor. A written response shall be given within five (5) days.

Step IV: If the alleged grievance is not resolved in Step III, then the student may present the written grievance, together with copies of all previous requests for settlement and replies, to the deputy superintendent for administration. A formal hearing shall be arranged within five (5) days.

Step V: If the alleged grievance is not resolved in Step IV, then the student may present the written grievance, together with copies of all previous requests for settlement and replies, to the superintendent. A written response shall be given within five (5) days.

Step VI: Should the grievance still not be resolved, a copy of the Step V decision and written appeal of the decision of the superintendent shall be presented to the president of the Board of Education within 15 days after receipt of the Step V decision. If a hearing is requested, the Board shall grant such a hearing within a period of 20 days. The Board of Education shall make a decision and shall inform the complainant of its determination within a period of 30 days of the date of the hearing. In the event a hearing is not requested, the Board shall review the case and make a decision within 30 days of the date on which the Board received the initial appeal. The Board shall

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provide a written copy of the decision to the complainant. The decision of the Board will be deemed final.

During the school year, the time limits specified herein shall consist of all days that school is in session. In the period between school years the time limits shall consist of all days, except weekends and legal holidays. When mutually agreed upon, time limits may be extended. If the appropriate supervisor or administrator is not available to serve as hearing officer, he/she shall appoint an appropriate official to serve.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 03/03/1997

Columbia School District No. 93, Columbia, Missouri