



Section: PUPILS
 Title: STUDENT COMPLAINT PROCESS
 Adopted: September 17, 1996
 Revised: May 15, 2007

	228. STUDENT COMPLAINT PROCESS	
<p>1. Purpose</p> <p>2. Definition</p> <p>3. Authority</p>	<p>The Joint Operating Committee recognizes that students have the right to request redress of complaints. Further, the Joint Operating Committee believes that respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.</p> <p>For purposes of this policy, a student “complaint” shall be any such that arises out of actions that directly affect the student’s participation in an approved educational program.</p> <p>The Joint Operating Committee or its employees will recognize the complaints of the students of this school provided that such complaints are made according to procedures established.</p> <p>The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly.</p> <p>For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth the specific nature of the complaint and a brief statement of the facts giving rise to it; the manner and extent to which the student believes she/he has been adversely affected; the relief sought by the student; and the reasons why the student feels she/he is entitled to the relief sought.</p> <p>The complaint may then be submitted, in turn, to the Assistant Director/Assistant Principal and Administrative Director and at each level, the student shall be afforded the opportunity to be heard personally by the school authority. The decision of the Administrative Director shall be final.</p> <p>At each step beyond the first, the school authority hearing the complaint may call in the student’s parents.</p> <p>The student may seek the help of a parent or guardian at any step.</p>	<p>22 § 12.15 (g) 12.8</p>

