

# **Wall School District Student Grievance and Procedures**

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) that a school rule is unfair; 2) that a school rule or regulation discriminates among students based on sex, age, race, color, religion, national origin, or disability; 3) that an unfair procedure has been used in arriving at a punishment. Grievances are processed through four (4) steps: (A) to the counselor, (B) to the principal, (C) to the superintendent, (D) to the School Board in writing, if complaints remain unresolved following action of the superintendent. The Board's decision will be final unless an appeal is requested. On all four (4) levels, an informal conference is to be held within five (5) days of the date of filing of the complaint so that no student's complaint shall consume more than fifteen (15) days time in all. The burden of proof is on 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 principal's level and designed to provide the student with a basis for resolution of the problem as originally stated in the complaint.

## **Student Grievance Procedure**

If a student has a grievance, he/she 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 (5) days time of the date filing.

**LEVEL 2:** If a student is not satisfied with the resolution made at level one (1), he/she may appeal in writing to the principal for an informational conference and discussion of said grievances.

**LEVEL 3:** If a student is not satisfied with the resolution made at level two (2), he/she 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.

## STUDENT GRIEVANCE FORM

A grievance is defined as a complaint in writing presented by a student to the school staff/authorities alleging one or more of the following:

- A. That a rule is unfair; and/or
- B. That a rule in practice discriminates against or among students based on sex, age, race, color, religion, national origin, or disability; and/or
- C. That school personnel used an unfair procedure in assigning a form of punishment against a student.

### COMPLAINT

Date \_\_\_\_\_

Check One Blank Below:

Counselor, Level 1 \_\_\_\_\_  
Principal, Level 2 \_\_\_\_\_  
Superintendent, Level 3 \_\_\_\_\_  
School Board, Level 4 \_\_\_\_\_

I, \_\_\_\_\_, hereby file a grievance complaint to

\_\_\_\_\_  
\_\_\_\_\_

My grievance is based on A. \_\_\_ B. \_\_\_ C. \_\_\_ above. (More than one blank may be checked.)

Specifically, my grievance is

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby petition for a hearing on my grievance at the convenience of the school's personnel, but in no event later than five (5) school days from the date of this petition.

\_\_\_\_\_  
Student's Signature (s)

The student may be represented at the conference by an adult, but the student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

**SCHOOL RECORD**

Date Received \_\_\_\_\_ Date of Conference \_\_\_\_\_

Place of Conference \_\_\_\_\_ Time of Conference \_\_\_\_\_

**Comments:**

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**Resolution:** \_\_\_\_\_

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**Signature of School Representative**

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