

## **STUDENT GRIEVANCE PROCEDURE REGARDING DISCRIMINATION**

### PROCEDURE

Each level of the procedure shall be observed and used with normal order of proper channels. If the time limits specified in each level of the procedure are not met, the grievance shall be considered waived.

#### LEVEL ONE (Informal Procedures)

The aggrieved student must first discuss his/her grievance with the principal with the objective of resolving the matter informally.

The aggrieved student and principal shall confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. At the conference, the aggrieved student may appear alone or be accompanied by his/her parent/guardian or a mutually acceptable person, with principals being accorded the same privilege; however, neither party may be accompanied by legal counsel at this level.

#### LEVEL TWO (Formal Procedures)

##### Step 1

If as a result of the discussion between the aggrieved student and principal, the matter is not resolved to the satisfaction of the student, then within five (5) school days he/she shall set forth his/her grievance in writing to the principal specifying:

1. the nature of the grievance,
2. the nature or extent of the injury, loss or inconvenience,
3. the remedy expected, the results of previous discussions, and,
4. dissatisfaction with decisions previously rendered.

The principal shall communicate his/her decision to the aggrieved student in writing within five (5) school days of receipt of the written grievance. If a grievance is pursued beyond this level, written records should be forwarded to the next level of procedure by the aggrieved.

##### Step 2

If the aggrieved student is not satisfied with the disposition of his/her grievance at Level Two, Step 1, he/she may within five (5) school days present his/her grievance in writing to the Superintendent and Title IX Coordinator or 504 Coordinator, as appropriate.

The Superintendent and the Title IX Coordinator or 504 Coordinator, as appropriate, will review the written record, counsel with the aggrieved student, hear witnesses if needed, and render a decision in writing within ten (10) school days after the completion of the hearing by the Superintendent and Title IX Coordinator or 504 Coordinator, as appropriate. If a general hearing/review is held, the aggrieved student may appear alone or be accompanied by his/her parent/guardian or a mutually acceptable person, with Superintendent and Title IX Coordinator or 504 Coordinator being accorded the same privilege; however, neither party may be accompanied by legal counsel at this level.

LEVEL THREE (Formal Procedures)

Step 1

In the event the aggrieved student is not satisfied with the disposition of his/her grievance at Level Two, Step 2, he/she may file the grievance in writing with the Board. This must be done within five (5) school days after the decision from Level Two, Step 2.

He/she may request a hearing before the Board and request the Superintendent to submit to the Board a resume of previous discussions and decisions. At this level, the aggrieved student may appear alone, or be accompanied by his parent/guardian, a mutually acceptable person, or legal counsel, with Superintendent and Title IX Coordinator or 504 Coordinator being accorded the same privilege. The aggrieved student shall be given a written decision by the Board within 31 days.

Step 2

In the event the aggrieved student is not satisfied with the disposition of the grievance by the Board, he/she may appeal such a decision to the appropriate authorities as provided by law or seek recourse through a state or federal court system.

SOURCE: Sylacauga City Board of Education, Sylacauga, AL  
ADOPTED: December 8, 1981  
AMENDED: June 26, 1995  
LEGAL REF.: Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973.