

Dickson County Board of Education

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| Monitoring: Review: Annually, in April | Descriptor Term: Student Concerns, Complaints and Grievances | Descriptor Code: 6.305 | Issued Date: 02/28/13 |
| | | Rescinds: 6.3050 | Issued: 12/17/98 |

STUDENT CONCERNS & COMPLAINTS

Decisions made by school personnel which students believe are unfair or in violation of pertinent policies or school rules may be appealed to the school principal or designated representative. Appeals should be made in writing. If a decision is not made within ten (10) school days following the complaint, students or parents may appeal to the Director/Designee. An investigation and decision will be made within five (5) school days, and communicated to the principal and to the student.

DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

Filing a Complaint - Any student who wishes to file a discrimination/harassment grievance against another student or employee may file a written or oral complaint with a complaint manager. Students may also report such allegations to any teacher or adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include: identity of the alleged victim and person accused; location, date, time, and circumstances, description, identity of witnesses, and any other evidence.

Investigation – Within twenty-four hours of receiving the complaint, the complaint manager shall notify the complaining student’s parent/guardian and the principal shall inform the Director/designee. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student’s allegations. This interview shall take place within five (5) school days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complain manager, shall attend and may serve as student advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except as required by law, or as necessary to investigate the complaint. A school representative will meet with and advise the complainant of the findings, and whether corrective measures and/or disciplinary actions were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Rights Coordinator, and Director of School. One copy shall be kept in the complaint manager’s file for one (1) year beyond the student’s 18th birthday.

Decision & Appeal – If either party is not in agreement with the findings of fact, an appeal may be made within five (5) school days to the Director. The Director will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If either party is not in agreement with the Director’s findings of fact, appeal may be made to the Board within five (5) school days. The Board shall, within thirty (30) days from the date of appeal, review the investigation and the actions of the Director, and may support, amend, or overturn the actions based upon review and report their decision in writing to the complainant.

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COMPLAINT MANAGERS

At least two complaint managers, one of each gender, shall be appointed for each school.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.