

# Van Buren County Board of Education

Monitoring:  Review: Annually, in April	Descriptor Term:  <b>Student Concerns, Complaints and Grievances</b>	Descriptor Code: 6.305	Issued Date: 06/17/99
		Rescinds:	Issued:

## 1 STUDENT CONCERNS AND COMPLAINTS

2  
3 Decisions made by school personnel — such as aides, teachers, or assistant principals — which stu-  
4 dents believe are unfair or in violation of pertinent policies of the Board or individual school rules may  
5 be appealed to the school principal or a designated representative. To appeal, students will contact  
6 the principal's office in their school and provide their name, the issue and the reason for their appeal  
7 on a printed form available at the school office within two days. The appeal will usually be decided  
8 confidentially and promptly, preferably within \_\_\_\_ school days.

9  
10 However, if the principal does not make a decision within \_\_\_\_ school days following the date of  
11 complaint, students or parents may appeal at that time by contacting the director of schools/designee  
12 at the central office. The information provided should include the student's name, the school and a  
13 description of the problem.

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15 An investigation and decision will be made within two (2) school days and communicated to the  
16 school principal and student by telephone. A written copy of the decision also will be sent to the  
17 student and the principal.

## 18 19 DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

20  
21 Filing a Complaint — Any student of this school district who wishes to file a discrimination/harass-  
22 ment grievance against another student or an employee of the district may file a written or oral  
23 (recorded, if possible) complaint with a complaint manager.<sup>1</sup> Students may also report an allegation  
24 of discrimination/harassment to any teacher or other adult employed in the school who shall inform  
25 a complaint manager of the allegation. The complaint should include the following information:

- 26  
27 Identity of the alleged victim and person accused;
- 28 Location, date, time and circumstances surrounding the alleged incident;
- 29 Description of what happened;
- 30 Identity of witnesses; and
- 31 Any other evidence available.

32  
33 Investigation — Within twenty-four hours of receiving the student's complaint, the complaint manager  
34 shall notify the complaining student's parent/guardian and the principal who shall inform the direc-  
35 tor of schools. The parent/guardian shall be given notice of the right to attend an interview of the  
36 student in a non-intimidating environment in order to elicit full disclosure of the student's allegations.  
37 This interview shall take place within five (5) days from the time the complaint was first made. If no  
38 parent/guardian attends the interview, another adult, mutually agreed upon by the student and the  
39 complaint manager, shall attend and may serve as the student's advocate. After a complete investiga-  
40 tion, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action

1 shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as  
 2 required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized  
 3 by the complainant. A school representative will meet with and advise the complainant regarding  
 4 the findings, and whether corrective measures and/or disciplinary action were taken. The investiga-  
 5 tion and response to the complainant will be completed within thirty (30) school days. Copies of the  
 6 of the report will be sent to the student, principal, Federal Rights Coordinator and the director of  
 7 schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's  
 8 eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints.  
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10 Decision and Appeal — If the complainant is not in agreement with the findings of fact as reported by  
 11 the complaint manager, an appeal may be made, within five (5) work days to the director of schools.  
 12 The director of schools will review the investigation, make any corrective action deemed necessary  
 13 and provide a written response to the complainant. If the complainant is not in agreement with the  
 14 director of schools' findings of fact, appeal may be made to the Board of Education within five (5)  
 15 work days. The Board shall, within thirty (30) days from the date the appeal was received, review  
 16 the investigation and the actions of the director of schools and may support, amend or overturn the  
 17 actions based upon review and report their decision in writing to the complainant.  
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#### 19 APPOINTING COMPLAINT MANAGERS

20  
 21 The director of schools shall appoint at least two complaint managers, one of each gender for each  
 22 school.

23 The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert  
 24 into this policy the names, addresses and telephone numbers of current complaint managers. (see note)  
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26 This policy shall be published in the parent/student handbook distributed annually to every student.  
 27 Building administrators are responsible for educating and training their respective staff and students  
 28 as to the definition and recognition of discrimination/harassment.  
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33 (Note: Title IX regulations require districts to identify the name, address and telephone number of the  
 34 person who is responsible for coordinating the district's compliance efforts. A policy should not be  
 35 adopted with a person's name in it; rather, the identifying information can be added and amended  
 36 as necessary.  
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#### 42 Legal References:

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 44 1. Title IX, Education Amendment of 1972,  
 45 20 U.S.C. §1681, et seq.  
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#### Cross References:

Appeals To & Appearances Before the Board 1.404  
 Section 504/ADA Grievance Procedures 1.802  
 Discrimination/Harassment of Students 6.304