

Obion County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Concerns, Complaints and Grievances	Descriptor Code: 6.305	Issued Date: 03/01/04
		Rescinds:	Issued:

1 STUDENT CONCERNS AND COMPLAINTS

2 Decisions made by school personnel — such as aides, teachers, or assistant principals — which stu-
3 dents believe are unfair or in violation of pertinent policies of the Board or individual school rules may
4 be appealed to the school principal or a designated representative. To appeal, students will contact the
5 principal's office in their school and provide their name, the issue and the reason for their appeal on a
6 printed form available at the school office within two days. The appeal will usually be decided confi-
7 dentially and promptly, preferably within ten (10) school days.

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

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

15 DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

16 Filing a Complaint — Any student of this school district who wishes to file a discrimination/ harassment
17 grievance against another student or an employee of the district may file a written or oral (recorded, if
18 possible) complaint with a complaint manager.¹ Students may also report an allegation of discrimination/
19 harassment to any teacher or other adult employed in the school who shall inform a complaint manager
20 of the allegation. The complaint should include the following information:

- 21 Identity of the alleged victim and person accused;
- 22 Location, date, time and circumstances surrounding the alleged incident; Description of what
- 23 happened;
- 24 Identity of witnesses; and
- 25 Any other evidence available.

26
27 Investigation — Within twenty-four hours of receiving the student's complaint, the complaint manager
28 shall notify the complaining student's parent/guardian and the principal who shall inform the director
29 of schools. The parent/guardian shall be given notice of the right to attend an interview of the student
30 in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This
31 interview shall take place within five (5) days from the time the complaint was first made. If no
32 parent/guardian attends the interview, another adult, mutually agreed upon by the student and the

