

Hancock County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Concerns, Complaints and Grievances	Descriptor Code: 6.305	Issued Date: 08/06/15
		Rescinds:	Issued:

1 STUDENT CONCERNS AND COMPLAINTS

2 Decisions made by school personnel — such as aides, teachers, or assistant principals — which students
3 believe are unfair or in violation of pertinent policies of the Board or individual school rules may be
4 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
7 confidentially and promptly, preferably within 10 school days.

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

Cross References

Appeals To & Appearances Before the Board 1.404