

<b>CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY</b>	<b><u>INTRODUCTION</u> Student/Parent/Guardian Grievances</b>	<b>482</b>
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It is the policy of the Caswell County Board of Education that all students enrolled in the Caswell County Schools shall have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right. It is for this purpose that a grievance procedure is established for students. In the belief that any problem should be corrected as soon as possible, time limits have been established to assure prompt attention to each problem. If the student does not process his/her grievance within the set time limit, it shall be considered settled and not open to appeal.

**Any Title IX Sexual Harassment Grievance must follow the grievance process outlined in Policy 454-B (new policy code 1726/4036/7237).**

**Definition of Terms -**

- A. Grievance - A grievance is a claim that the student has been treated unjustly, a rule or policy has been improperly administered, or conditions exist which are detrimental to a positive educational environment.
- B. Day - The word "day" herein is defined as a regular scheduled school day, as reflected by the approved school calendar.

**Confidentiality** - Meetings for the purpose of discussing a grievance shall be private and attended only by authorized persons. Title IX, Section 504 Coordinators, program and instructional supervisors may be involved in grievance conference if their curriculum, program or instructional area is involved.

**Procedures**

- A. A student/parent/guardian may initiate the procedure for grievances when they believe that a violation, misapplication, or misinterpretation of board policy, or state or federal law or regulation, has occurred. Within fifteen (15) days of the event(s) causing grievance, a student, parent, or guardian wishing to invoke the grievance procedure shall submit a written statement to the principal describing the grievance, requesting a formal conference with the principal to discuss the grievance and seek resolution. The request shall name the specific policy, rule, or law believed to have been violated, describe the grievance, and the desired resolution to the issue raised in the grievance.

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1. Within five (5) days of receipt of the grievance, the Principal shall meet with the student to discuss the grievance.
2. The principal's decision will be submitted in writing to the student within five (5) days after the meeting. CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY STUDENTS Student/Parent/Guardian Grievances 482 Adopted - June 21, 2004 Page 2 of 2 Amended August 27, 2007 / Revised June 23, 2008/ Revised - May 22, 2017/ Amended Feb. 11/ 2019
3. If the student is not satisfied with the decision of principal in Step A above, and wants to advance the grievance further, he/she may appeal the grievance in writing to the Superintendent or his/her designee within five (5) days after receiving notification from the principal. The Superintendent or his/her designee(s) shall review the grievance within ten (10) school days following receipt of the appeal/grievance. The Superintendent may utilize a grievance committee to hear grievance concerns from student/parent/guardian and principal.
4. The Superintendent will provide the student written notification of his/her decision within ten (10) school days following the review of the grievance.

If the student is not satisfied by the superintendent's decision, he/she may appeal the decision to the Caswell County Board of Education. The student must notify the Superintendent in writing within ten (10) days of receipt of the Superintendent's decision if an appeal is desired.

1. The Superintendent shall place the student's grievance on the Board of Education agenda at a regularly scheduled Board meeting as soon as possible after the request.
2. The Board of Education shall offer a final written decision within thirty (30) days after the board hearing. The decision of the Board of Education shall be final, unless the aggrieved student wishes to take the matter to the courts.