



NUMBER: 2.6

EFFECTIVE DATE: 4/10/14

PAGES: 2

SECTION: Operations

SUBJECT: Student Grievances

REPLACES: N/A

REVISION NUMBER/DATE: N/A

It is the policy of the Reaching All Minds Academy Board of Directors that all students enrolled in the Reaching All Minds Academy 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.

I. 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.
- C. School Grievance Committee – The Local School Grievance Committee is appointed annually by the school leader.

The School Grievance Committee shall have as its members: a student (when appropriate); the school leader or his designee; a teacher and a parent.

The purpose of the local School Grievance Committee is to decide the validity of the grievance presented by the student when an appeal of the school leader’s decision is made.

II. Confidentiality – Meetings for the purpose of discussing a grievance shall be private and attended only by authorized persons. Program and instructional supervisors may be involved in grievance conference if their curriculum, program or instructional area is involved.

III. **Procedures**

- A. After the knowledge of the cause of the event or events causing it, the student shall notify the school leader, in writing that he/she has a grievance that he/she would like resolved. Within five (5) days of receipt of the grievance, the school leader shall meet with the student to discuss the grievance. The school leader's decision will be submitted in writing to the student within five (5) days after the meeting.

- B. When a student feels that the grievance submitted to the school leader has not been dealt with satisfactorily and wants to advance the grievance further, he/she may, within five days following receipt of the school leader's decision, appeal the concern to the Board of Directors, with a copy to the school leader. Within ten days of receipt of the appeal, the grievance committee of the Board will meet. The student will be notified in writing of the decision within ten (10) days after the meeting.

- C. If the student is not satisfied by the decision resulting from the Board committee, he/she may appeal the decision to Board of Directors. The student must notify the Board committee chair in writing within five (5) days of receipt of the Board committee's decision if an appeal is desired. The Board Chair shall place the student's grievance on the Board of Directors agenda at a regularly scheduled Board meeting as soon as possible after the request. The decision of the Board of Education shall be final.