

## **P1468 PUPIL GRIEVANCE PROCEDURE**

### **BOARD POLICY:**

**Each pupil properly enrolled in a Wichita public school may grieve any alleged violation of his/her rights by a staff person in his/her own behalf or through his/her lawful custodian. Procedures covered under BOE Policy 5113 – Suspension and/or Expulsion of Pupils, special education actions, and other actions for which existing procedures apply shall not be subject to this BOE Policy 1468.**

Administrative Implemental Procedures:

1. The grievance procedure should provide both a legitimate alternative to disruptive or illegal behavior and a vehicle for a constructive review of the alleged violation of the pupil's rights.
2. At the time of, during, or after grievance, no pupil shall be subject to reprisal by reason of participation in the grievance procedure.
3. "Pupil grievances" encompassed in this policy 1468 include, but are not necessarily limited to, the following areas:
  - a. Alleged inappropriate withdrawal from a given class or from school.
  - b. Alleged lack of progress and/or unsatisfactory performance in a class or in school, including any grade given the pupil.
  - c. Alleged discriminatory acts related to sex, race, religion, or handicap.
  - d. Other appropriate areas identifiable in each school's student agendas, the Student Code of Conduct, and other relevant publications.
4. Whenever possible, the pupil's first effort to resolve the issue being grieved shall be with the staff member with whom the problem exists (with or without lawful custodian).
5. If the issue is not resolved with the staff member, the pupil and/or lawful custodian may seek resolution through the principal. The principal or designee shall seek to resolve the issue and communicate with the grievant within five school days after the issue is presented to him/her.
6. If resolution of the issue cannot be reached with the principal, the pupil and/or lawful custodian may petition in writing the appropriate Assistant Superintendent, and request a hearing on the specific concern. Such petition must be filed within ten school days after receiving the decision of the principal or designee.
7. The hearing shall be an administrative type hearing, held in a timely manner, and with assurance of procedural due process including the right to be represented.
8. If deemed appropriate, the Assistant Superintendent may select staff members who bring collective expertise to the issue to assist him/her in hearing the case.
9. The appropriate Assistant Superintendent shall forward his/her decision in writing to the pupil and/or lawful custodian no later than two school days after the conclusion of the hearing.

10. The Assistant Superintendent will advise the principal or designee of the disposition. The principal will have two school days to carry out and implement the decision made if any implementation is required.
11. In the event the petition is filed following the close of the school year; time limits shall be adjusted so that the above procedures may be completed within one month.
12. Nothing contained herein should be construed as limiting the right of any pupil or lawful custodian to resolve any problem informally.

Administrative Responsibility: Elementary and Secondary Education Offices

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