

**Student Complaint Process**

**Code #448.00**

The Tri-County Area School District shall provide parents/guardians and students a process to challenge any school policy or decision. Appeals pertaining to a Board policy or decision made by a school official shall be conducted in the following fashion:

Step 1 -- The complaint or challenge to a policy or decision shall be discussed between the student, school official(s), and parent(s)/guardian(s).

Step 2 -- If the complaint or challenge of a policy or decision by a school official is not resolved in Step 1, the parents/guardians and student shall meet with the District Administrator to resolve the complaint or challenge. The student and/or parent(s)/guardian(s) shall submit the complaint or challenge in writing to the District Administrator. The Principal shall also submit a written statement explaining his/her position(s) on the complaint or challenge. The District Administrator shall confirm or reject the Principal's decision within 10 days from the date the District Administrator received the written complaint or challenge from the student and the parent(s)/guardian(s). The District Administrator's decision shall be given verbally and in writing to the student, and parent(s)/guardian(s).

Step 3 -- If the student and parent(s)/guardian(s) are not satisfied with the District Administrator's decision regarding the complaint or challenge, an appeal can be made to the Board. Appeals must be placed on the Board agenda at least five (5) days prior to a regularly scheduled Board meeting.

Prior Approval:	October 24, 2006
Attorney Review:	January 2016.
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