

SECTION: PUPILS

TITLE: STUDENT COMPLAINT  
PROCESS

ADOPTED: August 12, 1991

REVISED:

# Farrell Area School District

## 219. STUDENT COMPLAINT PROCESS

### 1. Purpose

The Board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized, and appropriate appeal procedures provided.

### 2. Definition

For purposes of this policy, a student complaint shall be any such that arises from actions that directly affect the student's participation in an approved educational program.

### 3. Authority

The Board or its employes will recognize the complaints of the students of this district, provided that such complaints are made according to guidelines established by Board policy.

### 4. Guidelines

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor; and both shall attempt to resolve the issue informally and directly.

For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth the specific nature of the complaint and a brief statement of the facts giving rise to it.

The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for the hearing of the complaint and the preparation of a response. At each level, the student shall be afforded the opportunity to be heard personally by the school authority.

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At each step beyond the first, the school authority hearing the complaint may call in the student's parent. The student may seek the help of a parent or guardian at any step.

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