

ROOSEVELT SCHOOL DISTRICT #66 MEMORANDUM

GUIDELINE SUMMARY

Student Concerns, Complaints, and Grievances

Summary of Policy JII and JII Regulation

Identifying the Complaint/Grievance:

1. A student who complains or grieves regarding constitutional rights, equal access to programs, discrimination, harassment, bullying*, intimidation, or personal safety issues may complain directly to the school administrator or to a professional staff member.
2. The student, if able, must complete Form A, providing sufficient details. Should a student's age or other condition make it not possible, the staff member receiving the information must assist in recording sufficient detail.
3. When a staff member receives the complaint, he/she must transmit it to the school administrator no later than the next school day.
4. When a complaint/grievance is lodged against the school administrator, the staff member will forward the complaint/grievance form to the next administrative level no later than the next school day.
5. The complaint/grievance form (Form A) should be fully completed, with a complainant signature. However, an unsigned form will be processed in the same manner as a signed form.

Investigating the Complaint/Grievance:

1. The complaint/grievance will be investigated by the school administrator or a supervising administrator.
2. The student will be contacted no later than the school day following the date the school administrator or the administrator's supervisor receives the information.
 - Procedures:
 1. An investigation of the reported incident or activity shall be made within 10 school days when school is in session or within 15 days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
 2. The investigator shall meet with the student who submitted the complaint/grievance at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
 3. The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent within 15 business days following the close of the investigation.

Disciplinary Action:

- Where disciplinary action is necessary, District policies shall be followed.

Parent Complaints:

A parent or guardian who wishes to file a complaint should do so by:

- completing Form C, if the complaint is against another student
- completing Form D, if the complaint is against district personnel

* Bullying encompasses a variety of negative acts *repeated over time* that involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying can be *physical* (e.g. spitting, pushing, stealing, hitting, and kicking), *verbal* (e.g. name-calling, teasing, taunting, and making threats), and *psychological* (e.g. social exclusion, extortion, intimidation, spreading rumors, and manipulating social relationships).
The United States Department of Justice