

Student Concerns, Complaints and Grievances

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations
5. Curricular programs
6. Unlawful discrimination (harassment including sexual harassment)*
7. All others

Complaints must be initiated in writing or email, dated and signed by the complainant. Please use form AC-E-2 which is available online or in the principals' offices. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: Immediate supervisor of the individual. The building principal is the supervisor of the teachers; the appropriate director is the supervisor of the principal or support staff members.
2. Departmental procedures: Building principal.
3. Building procedures: Building principal.
4. Board policies and regulations: Appropriate director.
5. Curricular programs: Appropriate director.
6. Unlawful discrimination (harassment including sexual harassment)(see Policies AC, AC-E-1, JB, and JBB*.
7. All others: Building principal.

When a complaint is filed in writing or email, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 5 school days following the conference. Parents and legal

guardians will be notified within 5 days of the complaint being filed.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 10 school days in accordance with the appeal procedures.

Appeals must be made in the following order: building principal, appropriate director, superintendent, Board of Education.

When an appeal has been filed in writing, a conference will be held with all parties involved within 10 school days. A written response will be given to the complainant within 10 school days following the conference.

If the appeal should reach the level of the Board of Education, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 10 school days following the conference.

Adopted: September 21, 1993

Revised: April 2002, May 12, 2025

Dolores School District Re-4A, Dolores, Colorado