

GRIEVANCE POLICY

COMPLAINTS AND GRIEVANCES

It is policy of the CIS Academy that all students shall have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right without fear of recrimination. It is for this purpose that a grievance procedure is established. To ensure that any problem is corrected as soon as possible, time limits have been established to assure prompt attention to each problem. If the student does not process his grievance within the set time limit, it shall be considered settled and not open to appeal.

Student Grievance Procedure

The grievance procedure may be used to address any situation occurring within the operation or normal procedures of the school which causes a student and/or parent to believe he/she has been wronged, except in the case of long-term suspension. Students and their parents are encouraged to discuss their concerns informally with the person(s) involved before invoking formal grievance procedures.

A student may initiate a grievance proceeding when either the student or his parent or guardian believes that a violation, misapplications or misinterpretation of CIS Academy Policy, state or federal law, or regulations has occurred.

The procedure for initiation and conduct of a grievance shall be:

Step 1- Principal Conference

A student, parent, or guardian that chooses to invoke the grievance procedure shall make a written request for a conference with the Principal to discuss the grievance and seek resolution. The following guidelines shall be observed in Step

1. A grievance shall be filed as soon as possible but in no event longer than ten (10) days after disclosure of the facts giving rise to the grievance.
2. The Principal shall grant the conference within five (5) school days following receipt of the request.

3. The request shall include a statement describing the grievance and naming the specific policy, rule or law believed to be violated.
4. The Principal will state his position of the question in writing to the student within five (5) school days following the conference.
5. Only the parent or guardian or someone acting in lieu of the parents shall be permitted to join or represent the student in the conference with the Principal.

Step 2- Appeal to the CIS Advisory Board

If the grievance is not resolved at Step 1, the student may appeal the Principal's decision in writing to the CIS Advisory Board. The appeal must be made within five (5) school days following receipt of the principal's position statement on Step 1.

The CIS Advisory Board shall review the grievance within five (5) school days following receipt of the appeal. A written response shall be made to the student, the parent, or the guardian and the principal from the CIS Advisory Board or his designee within ten (10) days following the review.

Step 3- Appeal to the Executive Committee of the CIS Board of Directors

If the grievance is not resolved at Step 2, the student may appeal the CIS Advisory Board's decision to the Executive Committee of the CIS Board of Directors in writing within ten (10) days following the response from the CIS Advisory Board at Step 2. The Executive Committee shall receive, review, and make a determination of the appeal from the CIS Advisory Board's decision. The Executive Committee shall meet within ten (10) school days following the receipt of the appeal. The student and parent shall have the right to be present and present their grievance; the principal and CIS Advisory Board shall also have the right to be present.

The Executive Committee's decision shall be determined to be final.