

## **SECTION 4**

### **Grievance/Complaint Procedure**

#### **Grievance**

Any person who feels aggrieved concerning any matter connected with the school should:

1. Discuss the matter first with the teacher.
2. If the matter is not resolved in step 1, they may meet with the principal.
3. If the matter has not been satisfactorily resolved, the superintendent may be contacted.
4. If the superintendent is unable to adjust the difficulty, then the person making the complaint is invited to refer the matter to the school board.
5. The procedure for referring a matter to the school board is to address a letter to the school board in the care of the superintendent. This should be done at least one week in advance of the meeting of the school board.

#### **Disciplinary Complaint**

If a student and/or parent of a student involved in a disciplinary ruling wishes to contest a disciplinary ruling, they must state their complaint in writing to the school principal asking that the ruling be changed. If the complaint is not satisfactorily resolved by the principal, the matter may be appealed to the superintendent, and then the school board.