

EQUAL EDUCATIONAL OPPORTUNITIES  
(Non-Discrimination Statement)

Student Grievance Procedure

Any student who feels that he/she has suffered discrimination by being denied the opportunity to participate in, or obtain the benefits of, an educational program offered by the Hilliard City School District and that such discrimination resulted from his/her sex, marital or parental status, pregnancy, race, ethnicity, national origin, religious belief, disability, or military status may seek resolution through the following grievance procedure.

Definition:

A "grievance" shall mean a complaint which can be filed at any time by a student or by a student's parent, on his/her behalf, dealing specifically with alleged discrimination on the basis described above. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in State laws or in which the Board is without authority to act. Normal channels of communication, from student to teacher to administrator to Board, shall be used whenever feasible in seeking clarification of questions of concern to the student before the grievance procedure is utilized. These normal channels of communication are encouraged but are not required before the complainant utilizes the formal grievance procedure.

Purpose:

The primary purpose of this procedure shall be to secure, at the earliest level possible, equitable solution to a complaint. The proceedings shall be kept confidential at each level of this procedure.

Time:

The number of days indicated at each level shall be regarded as a maximum and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

Level One:

A student (or parent) with a complaint shall first present it orally and informally to his/her teacher or activity supervisor. If the complaint is not resolved at this level, he/she may proceed to level two. Level one is not a requirement. The complainant may choose to utilize this option or may proceed directly to level two.

Level Two:

The student (or parent) is to present a formal complaint, in writing with all supporting documents and evidence, to the building principal or the Director of Pupil Services, 5323 Cemetery Rd, Hilliard, Ohio 43026. The principal or Director of Pupil Services shall investigate the complaint and render a decision within 10 school days after receiving the complaint. The lack of any supporting documents or evidence does not render a complaint invalid; the District has an obligation to investigate a written complaint, with no evidence attached to it. "Investigate" shall mean the right to present evidence and identify witnesses, which the District will interview.

Level Three:

If the complainant deems it desirable to carry the complaint beyond the decision reached in level two, he/she may within 10 school days file his/her complaint with the Superintendent or designee. The Superintendent or designee shall evaluate the evidence and render his/her decision within 10 schools after receiving the appeal.

Withdrawal:

A complaint may be withdrawn by the complainant at any level without prejudice or record.

Hearings and Decisions:

At each of the above three levels, the complainant shall be given the opportunity to be present and to be heard. All decisions at each level (with the exception of level one) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

Reprisals:

No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.

Preservation of Records:

All proceedings external to the decision of the Board shall be destroyed. However, any complainant who wishes the proceedings (relative to his/her own complaint) to be placed in his/her school records may achieve such action by filing a written request therefore.

Disclaimer:

In the adoption and implementation of this grievance procedure, it shall be understood that the Board is not a court of law and that rules of jurisdiction shall not apply.

(Approval date: August 14, 2001)

(Re-approval date: July 9, 2008)

(Re-approval date: April 26, 2010)