

Latta High School Complaint Procedure



Dillon County School District Three has complaint procedures in place at the school and district level. These policies govern school administration, including the LHS IB Diploma Programme.

Latta High School Student Handbook 2021-22

The following grievance procedure is included in the Student Handbook (2021-22) and is available online to every student and may be requested in printed form at any time.

<http://www.dillon3.k12.sc.us/LHS/resources/resources/Student%20Handbook%2021%2022.pdf>

Grievance Procedure

School Board Policy provides a procedure for resolving student complaints and grievances in an orderly manner. The first step in the procedure is to address the problem to the person with whom the grievance exists. For example, if a student has a concern about a rule set by his/her teacher, the student's/parent's first responsibility is to discuss the matter with the teacher. Most grievances can be settled at this level.

In instances where resolution is not achieved, the second step is to address the concern to the principal. If these efforts fail, the student/parent may then request and will be given a grievance form, which he/she may use to register the complaint with the Superintendent. Students who have unresolved complaints regarding matters such as harassment, sexual harassment, intimidation, or discrimination are encouraged to report such matters to the principal who will direct them to the appropriate board policies and instruct them on how to proceed with their grievance.

Sexual harassment of students by district employees or other students is prohibited. All students and employees must avoid any action or conduct which could be viewed as sexual harassment.

Dillon District 3 Policy Manual

The following policy has been approved by the Dillon District Three Board of Trustees and is available online.

<http://www.dillon3.k12.sc.us/boardPolicy.php>

Student Concerns, Complaints, and Grievances Policy (Code JII Issued 10/09)

Purpose: To establish the basic structure for a student grievance procedure.

The district provides a grievance procedure as a formal method for the resolution of any concerns, complaints or grievances about the treatment of students by district personnel. These criticisms may consist of allegations of violations of district policies or legal rights including, but not limited to, harassment or discrimination based on age, race, color, religion, sex, national origin, disability, immigrant status or English-speaking status.

The board also recognizes that there may be conditions in the school system which the district could improve and students should have some means by which they can effectively express their concerns.

The purpose of this grievance procedure is to resolve in a positive, productive manner any concern, complaint or grievance a student might have. The board believes that student complaints and grievances should follow an orderly process and be resolved at the lowest possible level.

The grievance procedures established by the administration are to be used to process student complaints on alleged violations of Titles VI of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990.

Adopted 6/9/87; Revised 8/13/91, 6/14/05, 10/13/09

Legal references:

A. Federal statutes:

1. Title VI of the Civil Rights Act of 1964 - Prohibits discrimination on the basis of race, color, national origin, religion or sex.
2. Section 504(b) of Rehabilitation Act of 1973 - Prohibits discrimination against "otherwise qualified" handicapped persons by federal grantees.
3. Title IX of the Education Amendments of 1972 - Prohibits sex discrimination by federal education grantees.
4. Title II of the Americans with Disabilities Act of 1990.

B. U.S. Supreme Court:

1. Plyler vs. Doe, 1982.

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Student Concerns, Complaints, and Grievances Administrative Rule (Code JII-R Issued 06/05)

The student (“grievant”) who wishes to file a concern, complaint or grievance (“grievance”) should comply with the following procedure.

- The grievance should be brought to the attention of a teacher or administrator who will provide the grievant and/or his/her parent/legal guardian the opportunity to discuss a decision or situation which the student considers unjust or unfair.
- If the incident remains unresolved, the grievant and/or his/her parent/legal guardian or the teacher may bring the matter to the principal’s attention for consideration and action.
- The student may bring a school-wide matter, when appropriate, to the attention of class officers or the student council for possible presentation to the principal.
- If the matter remains unresolved after the procedure outlined above, the grievant may bring the issue to the superintendent or his/her designee for consideration.
- Should the grievant be dissatisfied with the decision of the superintendent or his/her designee, the grievant may file an appeal with the board. Such an appeal must be in writing and filed with the superintendent within 10 working days following receipt of the decision of the superintendent or his/her designee. The superintendent will present the request for a grievance appeal to the board at a subsequent meeting.

A grievance hearing before the board lies within the sole discretion of the board. The grievant will be notified within a reasonable time of the board’s decision regarding whether or not it will hear the appeal. Should the board decide to discuss the grievance with the grievant, said discussion will be informal and non-adversarial.

Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act

The grievance procedures set forth above are to be used to process student complaints based on alleged violations of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990 referred to as "civil rights grievances." The superintendent’s designee will be the appropriate administrator designated as the district’s Title IX and Title VI Coordinator or the Section 504 and Americans with Disabilities Act Coordinator.

Issued 6/14/05

Enquiry Upon Results (EUR)

In addition to policies approved by the Dillon District Three Board of Trustees, the DP Coordinator should be contacted when a student or parent/guardian feels that it may be in the best interest of the student to request an Enquiry Upon Results (EUR). If the school initiates a grade appeal, then the school will assume the costs imposed by the International Baccalaureate Organization. If a student and his/her family initiates a grade appeal, even if the school facilitates the process, the student and his/her family will bear any and all costs associated with the request.