

## COMPLAINT POLICY- STUDENTS

The Jackson Public School District Board of Trustees will use the following procedure for any grievance of any nature to include, but not limited to, alleged discrimination based on the grounds of race, color, handicap, sex, religion, creed, national origin, or age. For further information contact Title IX coordinator.

When a student has a grievance, he or she shall, within five working days of when the grievance is first known, request a conference with Title IX coordinator. This conference shall be scheduled by the Title IX coordinator within five working days of receipt of the request. If the grievance is resolved at this conference by mutual agreement, there shall be no further action. Both parties shall state in writing that they are in agreement with the proposed resolution.

If the grievance is not resolved at the first level conference, the student shall file, within five working days, with the assistant superintendent, a written description of the grievance. Upon receipt of the grievance, the assistant superintendent and the Title IX coordinator shall schedule a conference with the student to be held within five working days of the receipt of the grievance. This conference shall be for the purpose of resolving the field grievance. Following the conference, the assistant superintendent shall respond in writing within five working days to the student as to his or her decision regarding the disposition of the grievance.

Should the grievance not be resolved to the satisfaction of the student, he or she may continue through each level of administration in the same manner as