

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations
5. Educational programs
6. Unlawful discrimination
7. All others

Complaints must be initiated in writing, dated and signed by the complainant. Forms for this purpose are available in the principal's or applicable Centennial BOCES administrator's office. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: immediate supervisor of the individual
2. Departmental procedures: building principal or applicable Centennial BOCES administrator
3. Building procedures: building principal or applicable Centennial BOCES administrator
4. Board policies and regulations: executive director
5. Educational programs: executive director
6. Unlawful discrimination: see Policies AC, JB, and JBB
7. All others: building principal or applicable Centennial BOCES administrator

When a complaint is filed in writing, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 10 school days following the conference.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 10 school days in accordance with the appeal procedures.

Appeals must be made in the following order: building principal or other appropriate Centennial BOCES administrator, executive director, Board of Directors.

When an appeal has been filed in writing, a conference will be held with all parties involved within 10 school days. A written response will be given to the complainant within 10 school days following the conference.

If the appeal should reach the level of the Board of Directors, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 10 school days following the conference.

Adopted: September 20, 2018
Centennial BOCES