

Descriptor Term: <p style="text-align: center;">COMPLAINTS AND GRIEVANCES</p>	Descriptor Code: <p style="text-align: center;">KN</p>
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The Lincoln County School System establishes the following procedures as Board policy governing complaints and grievances.

Complaint Resolution Procedure:

- A. Plaintiff submits in writing the complaint to the appropriate personnel who is responsible for the matter in question.
- B. Within five (5) working days of receipt of a complaint, the appropriate personnel will investigate the complaint and submit a written report of the findings to the plaintiff and the superintendent.
 - 1. If the superintendent adjudges the complaint valid, he/she remedies the discriminating situation identified by the plaintiff.
 - 2. If the superintendent adjudges the complaint not valid, the plaintiff may request a hearing with the Board of Education.
- C. The superintendent schedules a hearing for the plaintiff with the Board of Education within thirty (30) days after receipt of the plaintiff's written request.
- D. The plaintiff may appeal the final resolution of the Board to the State Educational Agency within thirty (30) days after receipt of the written decision of the Board.
- E. Complaints should be in writing and should include the name, address, and/or organization initiating the complaint and a complete description of the alleged violation of regular requirements.
- F. All interested parties shall receive in writing those procedures resulting from the complaint.

Cross-reference: JCE, GAE