

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
Box 688  
Cowley, Wyoming 82420  
POLICIES AND REGULATIONS  
File: JII-R

**STUDENT COMPLAINTS AND GRIEVANCES**

**Section 1. Definitions**

1. Grievance: A grievance is an assertion by an aggrieved party that there has been a violation, misinterpretation, or inequitable application of any provision of Board Policy, rule, regulation, or procedure, or an assertion of discrimination on the basis of race, color, national origin, sex, age, disability, or religion. The term "grievance" shall not apply to any matter defined as a contested case under the Wyoming Administrative Procedures Act.
2. Aggrieved Student: An aggrieved student is any student of the school district who asserts a grievance.

**Section 2. Purpose**

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solution to any problem which may, from time to time, arise. As appropriate at all levels, the proceedings will be informal, expeditious and confidential.

**Section 3. Non-limiting**

Nothing herein contained shall be construed as limiting the right of any student having a grievance to discuss the matter informally with the appropriate member of the administration.

**Section 4. Stages of Grievance Procedure**

1. Level I
  - a. Problem Identification: The aggrieved student will notify, the principal in writing of his/her grievance in sufficient detail so that the problem can be understood. This document will constitute the complaint of grievance for subsequent stages subject to written amendment or supplement.
  - b. Meeting: The principal will schedule a meeting within 10 days for discussion of the grievance. If the grievance involves other students or district employees who may be parties in interest, notice will be given such person or persons and an opportunity afforded to be present at all sessions concerning the grievance. All participants shall have the right to freely express their opinions in an effort to resolve the matter informally to the satisfaction of everyone.
  - c. Written Decision: If requested before the meeting has been concluded by any party in interest a written decision will be made and filed within five days by the principal.
  - d. Directly Involving principal: In the event the problem of the aggrieved student directly involves the principal of the aggrieved student, the superintendent shall act as the supervisor for purpose of the Level I grievance procedure, and in the event an appeal is necessary, the Level III procedure will be followed.
  - e. Directly Involving Superintendent: In the event the problem of the aggrieved student directly relates to the superintendent, the Board of Trustees shall act as the supervisor for the purpose of the Level I grievance procedure. In this situation, the decision of the Board will be made and filed within ten (10) days after the date of conclusion of the hearing and shall be final.

2. Level II
  - a. Appeal: An appeal from the principal's decision may be taken by any party in interest within 10 days after the date of filing of the decision, by filing an appropriate notice.
  - b. Meeting: Within six days after filing, a meeting will be scheduled by the superintendent, if available, or in his/her absence, his/her designated representative, with 48 hours notice of the time, date and place afforded all parties in interest.
  - c. Decision: A written decision will be made and filed within 10 days after conclusion of the meeting.
  
3. Level III
  - a. Appeal: An appeal by any party in interest for a hearing before the Board of Education may be taken by filing a written notice within 10 days after the entry of the Superintendent's decision.
  - b. Board Hearing: Within ten (10) days after receipt of written notice of appeal, the Board shall schedule an informal hearing which may be held in executive session. Notice shall be given to all parties in interest.
  - c. Decision: The decision of the Board will be made and filed within 10 days after the date of conclusion of the hearing and shall be final.

In order to institute the procedures afforded herein, notice of a grievance must be filed with the supervisor within 30 days after the aggrieved person knew or should have known, of the act or condition on which the grievance is based.

**Section 5. Optional Discrimination Complaint Procedure**

Students who believe that they have been discriminated against, also have the option to file complaints with the Office for Civil Rights, Region VIII, United States Department of Education, Federal Building, Suite 310, 1244 Spear Blvd., Denver, Colorado 80204-3582.

Adopted: Feb. 11, 1993