



PARENT/STUDENT APPEAL (GRIEVANCE) POLICY

When a parent or student has a non-disciplinary school-related concern, he or she should first seek resolution by contacting the classroom teacher involved. If the issue remains unresolved, the parent or student should contact the lead teacher at the middle school or the department chair at the high school.

If the issue remains unresolved, the parent or student may appeal first to the building principal and finally the superintendent or superintendent designee. Administration has the responsibility to attempt to contact the parent and student within two (2) school days and reach a decision on the matter within five (5) school days of when contact is made. Should a decision not be reached within five (5) school days, communication will be made to the parent and student as to when a final decision will be made. If the issue remains unresolved, the parent or student has a right to pursue an appeal to the board of directors.

An appeal to the board of directors must be filed in writing to the chairperson of the board, with a copy to the superintendent, within ten (10) school days of communication of the superintendent's decision. After that date, the right to appeal is forfeited. The appeal should concisely state the background of the action appealed, as well as the specific grounds upon which the action is claimed to be in error.

As answer to the appeal, the LNC Superintendent and administrative team will provide to the board chairperson a written timeline of events related to the appeal, as well as an explanatory statement. Both statements will be provided to all members of the board of directors.

Within ten (10) school days of the date of the written appeal to the board of directors, the appealing party will be notified of where and when the appeal will be heard. The hearing will take place at the next available regularly scheduled board meeting. The board reserves the right to call a special meeting prior to the next regularly scheduled board meeting to hear the appeal.

All appeal hearings will be held in closed session. The appealing party and the LNC Superintendent and/or administrators will be provided time to state their cases. Other attendees may be allowed at the board's discretion. All attendees will be bound by closed session confidentiality in any discussions related to the matter of the appeal and outcomes of any subsequent meetings. Board members will be provided the opportunity to ask questions for clarification.

Following the hearing, the board of directors will meet in executive session (voting board members only) to discuss the appeal and make a decision. The board's decision is final. The appealing party and the superintendent will be notified of the decision promptly. In all appeals to the board of directors, it shall be the duty of the board to see that proper notice is given to all parties concerned.

Any disciplinary appeals will be addressed by following the procedure outlined in the [Parent/Student Handbook](#) under "Student Behavior Code."