

STUDENT DUE PROCESS RIGHTS

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's specific teacher, activity sponsor or other certified employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as with the provisions outlined in the Board's policies and procedures on student suspension and student expulsion. Rules for student conduct and appeal procedures will also be published in the student handbook.

If the complaint cannot be resolved by a certified employee, the student who has a grievance shall present it to the building principal in writing at the administrative office of the Wakefield Community School, Wakefield, Nebraska, telephone number (402)287-2012. (FORM M)

Such grievance shall be presented to the building principal within five (5) school days after the cause for the grievance occurs. Dates, places, persons possibly involved, and all possible information should be indicated as specifically as possible on the grievance form.

The grievance shall be acted upon by the building principal within three (3) school days (Monday through Friday) of presentation, with the building principal's answer in writing. A copy of this answer shall go to the aggrieved, any principal or department head involved, and the superintendent of schools, with a copy retained by the building principal.

Should the aggrieved not be satisfied with the findings of the building principal, the aggrieved has five (5) school days from the date of the letter to request a hearing before the superintendent. (FORM C) The hearing shall be held within three (3) school days thereafter. The hearing is to be recorded in its entirety. The superintendent shall render a decision to the aggrieved, in writing, within three (3) school days, with copies to the aggrieved, building principal, or department head involved, and the board.

Should the aggrieved not be satisfied with the ruling of the superintendent, the aggrieved has five (5) school days from the date of the letter to request a hearing before the board. The hearing shall be held within three (3) school days thereafter. The board shall meet with the aggrieved at such time, with either the entire board present or a three-person committee from the board named by the president of the board. The aggrieved and the building principal or department head involved may bring such witnesses and evidence as they see fit. All proceedings of this meeting shall be recorded. Decision of the board or its committee, along with reasons for such decision,

shall be given in writing to the aggrieved, the building principal or department head involved, and the superintendent within three (3) school days.

Should the aggrieved still not be satisfied with the ruling, the aggrieved and the board shall agree upon a disinterested, impartial outsider to act as arbitrator and conduct a hearing. The aggrieved and the board shall have five (5) school days in which to agree upon the arbitrator, and the hearing shall be held within three (3) school days thereafter. This hearing shall be recorded in its entirety, and both the aggrieved and principal or department head involved may present such witnesses and evidence as they see fit. The arbitrator shall submit a decision in writing within three (3) school days. Copies of the decision shall go to the aggrieved, the building principal or department head involved, superintendent, and the board.

Legal Reference: Neb. Statute 79-268 et seq.

Cross Reference: 204.10 Board Meeting Agenda
 204.12 Public Participation in Board Meetings
 301.04 Communication Channels
 504 Student Rights and Responsibilities
 506.06 Student Publications

Approved _____ Reviewed _____ Revised _____