

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: PUPILS

TITLE: STUDENT COMPLAINT
PROCESS

ADOPTED: October 20, 2011

REVISED:

219. STUDENT COMPLAINT PROCESS	
1. Purpose	The Joint Operating Committee recognizes that students have the right to request redress of complaints. In addition, the Joint Operating Committee believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.
2. Definition	For purposes of this policy, a student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program.
3. Authority	The Joint Operating Committee and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Joint Operating Committee policy.
4. Guidelines	<p>The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.</p> <p>For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:</p> <ol style="list-style-type: none"> 1. Specific nature of the complaint and a brief statement of relevant facts. 2. Manner and extent to which the student believes s/he has been adversely affected. 3. Relief sought by the student. 4. Reasons why the student feels entitled to the relief sought.

	<p>The complaint may then be submitted, in turn, to the building administrator, the Administrative Director and the Joint Operating Committee, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.</p> <p>At each level the student shall be afforded the opportunity to be heard personally by the school official.</p> <p>The student may seek the help of a parent/guardian at any step.</p>
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