

# Millington Board of Education

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Student Concerns, Complaints and Grievances</b>	Descriptor Code: <b>6.305</b>	Issued Date: <b>05/05/14</b>
		Rescinds: <b>6.305</b>	Reviewed/Revised: <b><del>06/06/22</del>06/05/23</b>

## STUDENT CONCERNS AND COMPLAINTS

Decisions made by school personnel — such as aides, teachers, or assistant principals — which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within 3 school days.

However, if the principal does not make a decision within 3 school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

---

### Cross References

Instructional Program 4.100  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041