

## **STUDENT COMPLAINTS AND GRIEVANCES**

### **Section 1.**     General

Alleged acts of unfairness or any decision made by Hawthorn personnel, except as otherwise provided for under the student discipline policy, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or Hawthorn school rules, may be appealed to the Head of School or a designated representative.

### **Section 2.**     Procedure

**Section 2.1**    The following guidelines are established for the presentation of student complaints and grievances:

1. The Head of School or a designated representative shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the Head of School or designated representative.
  
2. If the student and/or parents/guardians are not satisfied with the action of the Head of School or designated representative, they may submit a written request to appear before the Board. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

**Section 2.2**    All persons are assured that they may utilize this procedure without reprisal.

Revised November 29, 2021