



Policy Name:	Adult Student Grievance Policy
Effective Date:	August 1, 2014
Revision Date:	August 1, 2023
Standard:	Standard 10:9-12

Adult Student Grievance Policy

Policy States

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the Career Center Director or a designated representative.

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

- ▶ The Career Center Director shall schedule a conference with the student and any staff members involved to attempt to resolve the problem.
- ▶ If the problem is not resolved to the satisfaction of the student, a request may be submitted for a conference with the superintendent of schools or designee. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- ▶ If the student is not satisfied with the action of the superintendent/superintendent's designee, the student may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.
- ▶ A copy of the grievance and the grievance resolution will be maintained in the office of the Assistant Superintendent for Instructional Services.

All persons are assured that they may utilize this procedure without reprisal. The Waynesville Career Center is interested in employee concerns and ideas for improving the district. Students are encouraged to discuss concerns with the program instructor and the administrative staff so that issues may be addressed in a timely fashion.

The Waynesville Career Center's accrediting body, the Council on Occupational Education, reviews all written, signed complaints (which include the complainant's mailing address) that allege non-compliant activities and practices of accredited institutions. Complaints alleging violations of standards, criteria, and/or conditions of the Council by institutions are reviewed following a prescribed procedure. This procedure involves obtaining from the complainant a certification that all available institutional remedies have been exhausted or a statement documenting reasons why these individuals in cases of disciplinary action or dismissal, or act as a court of appeals in such matters as admission, graduation, fees and similar points of issue unless the context suggests unethical or unprofessional action. Following is the Council's mailing address, phone number and web address:

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350, Telephone:
770-396-3898/FAX: 770-396-3790
www.council.org

