Student Grievance Policy

Student grievances should be resolved promptly and equitably at the lowest possible staff level. Each student is assured an opportunity for an orderly presentation and review of his/her grievance without fear of reprisal. For the purpose of this policy, a grievance is defined as an alleged violation of the Board of Education policy or school rules that apply to all students. This policy does not establish student rights not explicitly established by statute or Board policy. All decisions relating to students remain within the continuing discretion of the administration and/or Board. The Board of Education, as appropriate, is subject only to the conditions and limitations prescribed by Colorado law and Board policy.

Students may discuss any problem at any time with any school personnel. Individuals or groups of students may also use the following grievance procedure to seek resolution:

Step 1: The grievance shall be discussed in a conference with the school personnel directly involved with the situation.

Step 2: To appeal a decision, the student(s) will submit in writing to the College Administrator's office background information on the issue and the reason for the appeal. The Student Grievance Form (found under the "Students" tab at www.tcr.edu) must be submitted within two school days after the informal conference described in Step 1 has been completed. The appeal will be decided confidentially and promptly, preferably within five school days. The results of this appeal will be communicated to both the student and the school personnel involved with the grievance.

Step 3: If the grievance is not resolved at Step 2, the student (or parents if appropriate) may then appeal to the Superintendent of Schools and shall provide written information including the student's name, the school, and a description of the problem. An investigation and decision will be made within ten working days and be communicated to the school director, the school personnel directly involved, and the student (and parents if appropriate).

Step 4: If the grievance is not resolved at the school or district level, the student (or parents, if appropriate) may appeal to the Council on Occupational Education (COE), the accreditation body for Technical College of the Rockies. Grievances may be submitted in writing to the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350; by phone at 800-917-2081; or online at www.council.org.

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