

Complaint Review Process for Parents/Guardians and Students-

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Conflicts may occur among students, parents/guardians, and school staff, and all parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

Addressing Complaints At School-The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school. If the complaint is not resolved, the person bringing the complaint should discuss it with the Principal (or the Pastor, if the Principal is the subject of the complaint). For elementary schools, if the Principal is unable to resolve the conflict, the Principal will bring the Pastor into the process as appropriate. After reviewing the facts and facilitating discussion of the problem, the Principal or Pastor will respond to the person bringing the complaint.

Escalating Complaints to the Department of Catholic Schools-If the complaint is not resolved at the local level, the complaint may be submitted in writing to the assistant superintendent at the Department of Catholic Schools, outlining the concerns and reviewing the local process. The assistant superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter. However, if the parties cannot reach an agreement, the assistant superintendent will apply the policies and/or regulations of the archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties.

Behavioral Probation-A student may be put on probation for a clearly specified period of time (usually a grading period) for serious or continued misconduct. Parents and the student are made fully aware of the seriousness of the action and the reason for probation. A conference is held with parents, student, teacher and Principal, and a written form of behavioral probation is signed by the parents, student, teacher, and Principal. During probation, students are expected to show improvement in behavior and show a positive attitude as they observe and follow classroom and school rules. Students will receive weekly progress reports regarding their behavior. Students may not participate in extracurricular activities while on probation. A student may be suspended and placed on behavioral probation for one quarter for the following reasons or any other action considered a serious behavior problem by the Principal:

1. Receiving a "U" in conduct for the preceding quarter.
2. Serious infraction of the school rules.

3. Receiving Behavioral Expectations slips with no resulting change in behavior.