

**CAPITAL AREA  
SCHOOL FOR THE  
ARTS CHARTER  
SCHOOL (CASA  
CHARTER SCHOOL)**

SECTION: PUPILS  
TITLE: STUDENT COMPLAINT  
PROCESS  
ADOPTED: 6/10/13  
REVISED:

219. STUDENT COMPLAINT PROCESS	
1. Purpose	The Capital Area School for the Arts (CASA) Board of Trustees (Board) recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.
2. Definition	For purposes of this policy, a <b>student complaint</b> shall be one that arises from actions that directly affect the student's participation in an approved educational program.
3. Authority SC -Art. XVII - A	The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Board policy.
4. Guidelines	<p>The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a school counselor or other staff member known to the student; and they shall attempt to resolve the issue informally and directly.</p> <p>For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:</p> <ol style="list-style-type: none"> <li>1. Specific nature of the complaint and a brief statement of relevant facts.</li> <li>2. Manner and extent to which the student believes s/he has been adversely affected.</li> <li>3. Relief sought by the student.</li> <li>4. Reasons why the student feels entitled to the relief sought.</li> </ol>

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	<p>The complaint may then be submitted, in turn, to the Principal and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.</p> <p>At each level the student shall be afforded the opportunity to be heard personally by the school authority, with any accommodations necessary for communications.</p> <p>The student may seek the assistance of a parent/guardian at any step.</p>
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