

PROCEDURE FOR DISCIPLINARY COMPLAINTS

The following procedure will be administered by the Houston County Board of Education in an effort to resolve any disciplinary complaints in a timely and efficient manner.

Step 1: In the event a parent does not agree with a disciplinary decision concerning their student, the parent must call the school for a one-on-one conference with the school principal and teacher.

Step 2: If the parent/guardian is not satisfied with the decision after meeting with the school principal, the parent/guardian should contact the Central Office (334-792-8331) and speak with Dianne Hooper who will make every effort to resolve any issue or concern and complete a Fact Finding Informal Complaint Form from the information obtained from the parent.

Step 3: In the event an agreement is not reached at this point, Mrs. Hooper will file a copy of the complaint with the Grievance Officer who will attempt to resolve the issue.

Step 4: Should the matter still not be resolved at this point the parent/guardian may request a hearing with the Superintendent and/or Houston County Board of Education.