

STUDENT RIGHTS

FORMAL DISCIPLINE PROCESS

If an infraction has reached this level of correction, the student will meet with Administration or designee and may be temporarily removed from the program and/or campus until the SIT (School Intervention Team) can review the allegations.

ORDER OF EVENTS:

1. Notification of discipline issue (written referral, email, phone call, etc.)*
2. Student will meet with Administration or designee
3. All parties involved must offer a written statement of events within one business day**
4. Administration will investigate the allegations and may choose to take additional statements from witnesses.
5. The SIT will meet to review all statements (the instructor and student will be invited to the meeting to represent themselves and share additional information).
6. The SIT will render a recommendation in writing to Administration.
7. The Director will make a final decision in writing. Removal from class will result in unexcused absences. (Attendance Policies-LTC Curriculum Guide and Student Handbook). If the recommendation is to withdraw the student, Administration will notify the student in writing that they have been administratively withdrawn from the program.

*Good faith attempt must be made immediately to contact parent/guardian, **students under 18**, by telephone.

**Any notice of time delay in the process must be supplied in writing and/or email to all parties involved. The SIT will meet within five business days to review documentation. It is the goal of the SIT to bring all discipline issues to a close within 5 business days.

COMPLAINT/GRIEVANCE PROCEDURE FOR POST-SECONDARY ADULT STUDENTS

A student shall have the opportunity to question and register a complaint/grievance regarding a decision made by any school employee. This procedure may be used to file a complaint or grievance concerning the discipline of post-secondary students at LTC. It is the aim of these procedures to settle a complaint/grievance at the lowest possible level. The following procedures shall be used to submit a complaint/grievance.

- A. **INFORMAL:** If the student wishes to question a decision of any school employee, the student shall first request an appointment to discuss the issue with the employee concerned and/or a school site administrator at a time other than regular class time. The appointment shall be requested within 60 calendar days of the incident of concern.
- B. **FORMAL:** If the student is not satisfied after discussing the issue with the employee or the school site administrator, or disagrees with the SIT; the student may submit an appeal in writing to the Director of Workforce Education to review the matter. Such an appeal shall be submitted within 10 calendar days of the final decision.
 1. The Director of Workforce Education shall investigate the problem and shall render a decision. Such investigation may include interviews with the student, the faculty and/or the Director. The decision shall be given to the student in writing within 10 calendar days of the written notice of appeal.
 2. If the student is not satisfied with the decision of the Director of Workforce Education, the student may appeal the decision in writing to the Superintendent within 5 school days of the decision. The Superintendent or designee must respond in writing within 5 school days of receipt of the appeal.
 3. If the student is not satisfied with the decision of the Superintendent within 5 school days of the decision the student must notify the Superintendent of a request of an appeal hearing before the School Board. Scheduling of a hearing before the School Board will be in compliance with applicable School Board policies.
- C. **FURTHER POSSIBLE APPEALS:** If the individual filing the complaint is not satisfied with the decision of the School Board, a complaint may be filed with the **Council on Occupational Education**, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, 770.396.3898, or at www.council.org.

No student shall be retaliated against in any manner for filing a complaint/grievance regarding conduct which is believed to be in violation of district and/or school policy or for participating in investigation of a possible violation of district and/or school policy. Confidentiality will be ensured to the greatest extent possible.

HIGH SCHOOL STUDENT RIGHTS

COMPLAINT/GRIEVANCE PROCEDURE FOR HIGH SCHOOL RELATED PROBLEMS

This policy is related to problems not connected to expulsion and Adult ADA Grievances. A student or parent/guardian on behalf of their minor child shall have the opportunity to question and register a complaint/grievance regarding a decision made by any school employee. The opportunity to question includes decisions perceived by the student to be discriminatory on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information or social and family background, regarding any phase of educational programs, activities, application of rules of behavior, sanctions, or treatment. This procedure may be used to file a formal complaint under the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments of 1972, and McKinney-Vento Homeless Education. It is the aim of these procedures to settle a complaint/grievance at the lowest possible level. The following procedures shall be used to submit a complaint/grievance. This policy is related to problems not connected to expulsion and Adult ADA Grievances.

- A. **INFORMAL:** If the student wishes to question a decision of any school employee, the student shall first request an appointment to discuss the issue with the employee concerned and/or a school site administrator at a time other than regular class time. The appointment shall be requested within 60 calendar days of the incident of concern.
- B. **FORMAL:** If the student is not satisfied after discussing the issue with the employee and/or school site administrator, the student may submit an appeal in writing to the Director of the school or the Assistant Superintendent of Curriculum and Instruction to review the matter. Such an appeal shall be submitted within 10 calendar days of the informal step described above.

1. The Director or Assistant Superintendent of Curriculum and Instruction shall investigate the problem and shall render a decision. Such investigation may include interviews with the student, at which the student may have parents/ guardians or representation present. The decision shall be given to the student in writing within 10 calendar days of the written notice of appeal.

2. If the student is not satisfied with the decision of the Director or Assistant Superintendent of Curriculum and Instruction, the student may appeal the decision in writing to the Superintendent within 5 school days of the decision. The Superintendent or designee must respond in writing within 5 school days of receipt of the appeal.

3. If the student is not satisfied with the decision of the Superintendent within 5 school days of the decision the student must notify the Superintendent of a request of an appeal hearing before the School Board. Scheduling of a hearing before the School Board will be in compliance with applicable School Board policies.

- C. **Further Possible Appeals:** If the individual filing the complaint is not satisfied with the decision of the School Board, a complaint may be filed with the Florida Department of Education. In addition, complaints alleging discrimination under the ADA, Section 504, or Title IX may be filed with the Office of Civil Rights, U.S. Department of Education, within 180 days of the alleged discrimination.

No student shall be retaliated against in any manner for filing a complaint/grievance regarding conduct which is believed to be in violation of district and/or school policy or for participating in an investigation of a possible violation of district and/or school policy. Confidentiality will be ensured to the