



Delaware Military Academy

STUDENT GRIEVANCE

A grievance is another name for a complaint. A student grievance exists when it's alleged that a student has been unfairly treated or has not been afforded due process. A student grievance must be filed within ten (10) school days from the time of the alleged infraction.

The following persons or groups of persons may use the grievance procedures:

1. Students or groups of students
2. Parents or guardians of a student
3. Groups of parents or guardians of students

The grievance procedures may be used in any of the following situations:

A. Where it is alleged that any student or group of students:

1. are being denied access to an appropriate educational opportunity;
2. are being denied participation in any school activity for which the student is eligible;
3. are being denied the opportunity to compete for a position in an activity where the selection is limited;
4. are being subjected to an arbitrary or unreasonable regulation, procedure, or standard of conduct.

B. Where it is alleged that the rights of an individual student and/or group of students are being denied or abridged.

GRIEVANCE PROCEDURES

When the grievance procedure is used, these steps shall be followed:

1. The grievant shall request a conference with the teacher or person(s) who allegedly treated the student unfairly. If requested by either party, an administrator may be present.
2. If the conference fails to resolve the issue within ten (10) school days from the date of the alleged incident, the grievant shall file a written grievance with Delaware Military Academy's Discipline Review Board, which will be comprised of a minimum of three administrative team members.
3. A grievant wishing to appeal the Discipline Review Board's written decision must file a written appeal with the Commandant no later than five (5) school days from the date of receipt of the Discipline Review Board's written decision.

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4. The Commandant shall schedule a conference to hear the grievance no later than five (5) school days following receipt of the notice of appeal and shall issue a decision, in writing, no later than five (5) school days following the grievance conference.

5. If the grievance decision at the Commandant's level is not acceptable, the decision may be appealed to Delaware Military Academy's Executive Board, such appeal to be filed, in writing, no later than five (5) school days following the date of receipt of the Commandant's written decision.

- a. If the Commandant participates in the initial Discipline Review Board conference, steps 3, 4, and 5 shall be skipped, and the Discipline Review Board's written decision shall be appealed to Delaware Military Academy's Executive Board.

6. The Executive Board shall resolve the grievance by investigating the problem, holding conferences with the involved parties, or reviewing the written grievance record as deemed appropriate.

7. The decision of the Executive Board, shall be the final decision of the school system and is final and binding. The Executive Board shall send a copy of the final decision to all involved parties no later than ten (10) school days following receipt of the appeal.

*Next scheduled policy and/or procedure review — June 2025.

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