

### **Grievance Procedures for Students**

Whenever a student feels that he/she has a grievance, including allegations of discrimination, every effort shall be made to arrive at a satisfactory solution of the problem on an informal basis. When this cannot be done, the next resort shall be to the more formal procedures provided herein in an effort to resolve a grievance. Any student with a grievance shall advise his/her school counselor, Administrator or the Director of Personnel of said grievance in writing. The written statement of the said grievance must be delivered within sixty (60) days of the alleged violation. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: John Lott, Jr., Assistant Superintendent of Levy County Schools, 480 Marshburn Drive, Bronson, FL 36621, (352) 486-5231, or email [john.lott@levy12.org](mailto:john.lott@levy12.org).

The grievance procedures are explained in the Student Code of Conduct on page 14-15.