

**SCHOOL VISITORS
(GRIEVANCE/APPEALS PROCESS)**

Any person who has been removed from this institution shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

Filing a Grievance or Appeal

After receiving a directive to leave district property under this policy, the person issued the directive may request reconsideration by taking the following steps:

The person may request review of the initial decision by letter to the superintendent. If no written request is received within seven (7) calendar days of receipt of this policy, the directive will be final and nonappealable. If the superintendent issued the initial directive to leave district property, the superintendent will appoint another administrator to review the decision. The decision of the superintendent or the designee will be final and nonappealable.

The superintendent or person who issues the directive to leave district property will give or send to the person to whom the directive is issued a copy of this policy. During any appeal process, the person given the directive to leave district property must remain off school property unless the superintendent, in writing, determines that the directive is to be stayed pending the appeal process.

Adopted: August 13, 2001, as policy B-165 and policy S-191

THIS POLICY REQUIRED BY LAW.