

Appeal and Grievance Process

STI believes that students should have the means by which their concerns may be effectively expressed, considered, and dealt with in a fair and equitable manner.

Informal Appeal Process:

A student should attempt to resolve all minor questions or concerns directly with instructors, staff members, or administrators. Questions or concerns may be raised from the instructor/staff member level to the Program Director level in order to bring resolution to the issue. If the questions or concerns cannot be resolved to a mutual satisfaction, or if they are of a more serious nature, then the formal grievance process may be initiated by the student.

Formal Grievance Process:

All formal grievances will be forwarded to the STI Director:

- The student initiating the grievance will put in writing the nature of the grievance.
- The STI Director will conduct an investigation in order to ascertain all of the viable information in connection with the grievance.
- The student will supply the STI Director with all of the information that he/she would like to be reviewed.
- The instructor and/or staff members involved in the grievance will be asked to forward all available information pertaining to the grievance.
- Once all of the evidence has been collected, the STI Director will conduct a hearing to review written documents and to allow all parties to present their information.
- Upon hearing and reviewing all of the information presented, the STI Director will make a decision on the student grievance. The STI Director will inform the student, staff members involved, and the Superintendent of his/her decision in writing
- The student may appeal the STI Director's decision to the Superintendent of the Southeastern Regional School District for review. The Superintendent will inform the student, staff members involved and the STI Director of his/her decision in writing
- In grievances that involve discipline, students may appeal the Superintendent's decision to the School Committee. The School Committee will inform the student, staff members involved, the STI Director, and the Superintendent of their decision in writing.

Students have the right to forward complaints, questions, or problems with the school that have not been resolved to their satisfaction to the Massachusetts Department of Elementary and Secondary Education (DESE), Educator and School Development Division, Office for Career/Vocational Technical Education, 75 Pleasant Street Malden, MA 02148-4906 Tel. 781-338-3955 / Fax 781-338-3950 and/or to the Council on Occupational Education (COE) 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 Tel. 880-917-3898 / Fax 770-396-3790 / Website www.council.org