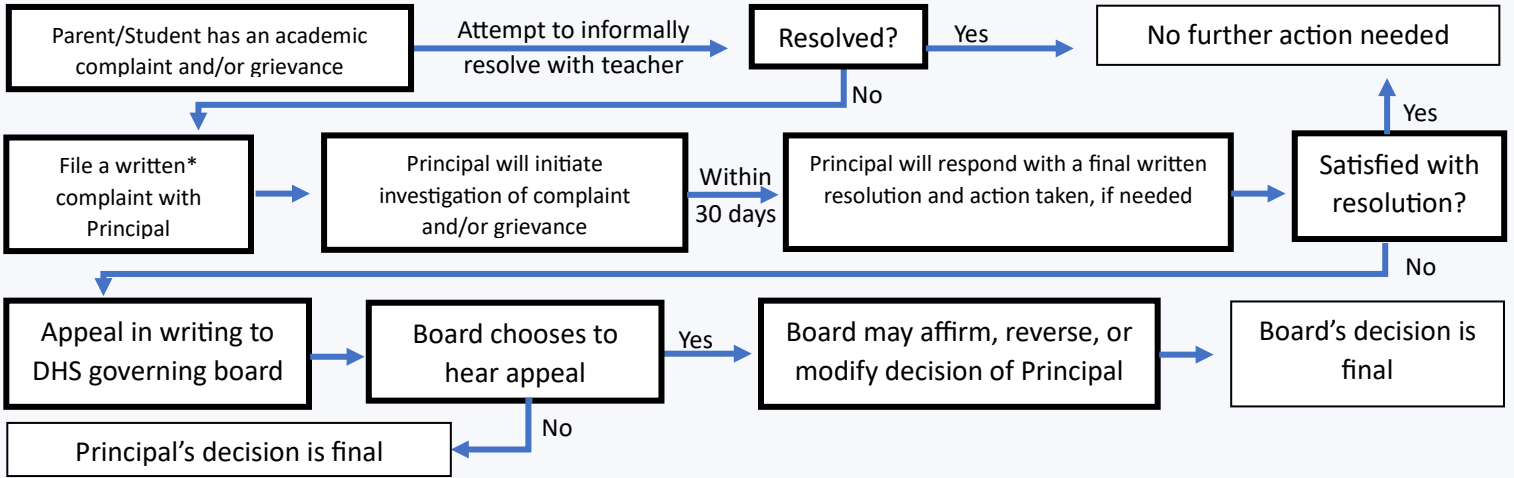


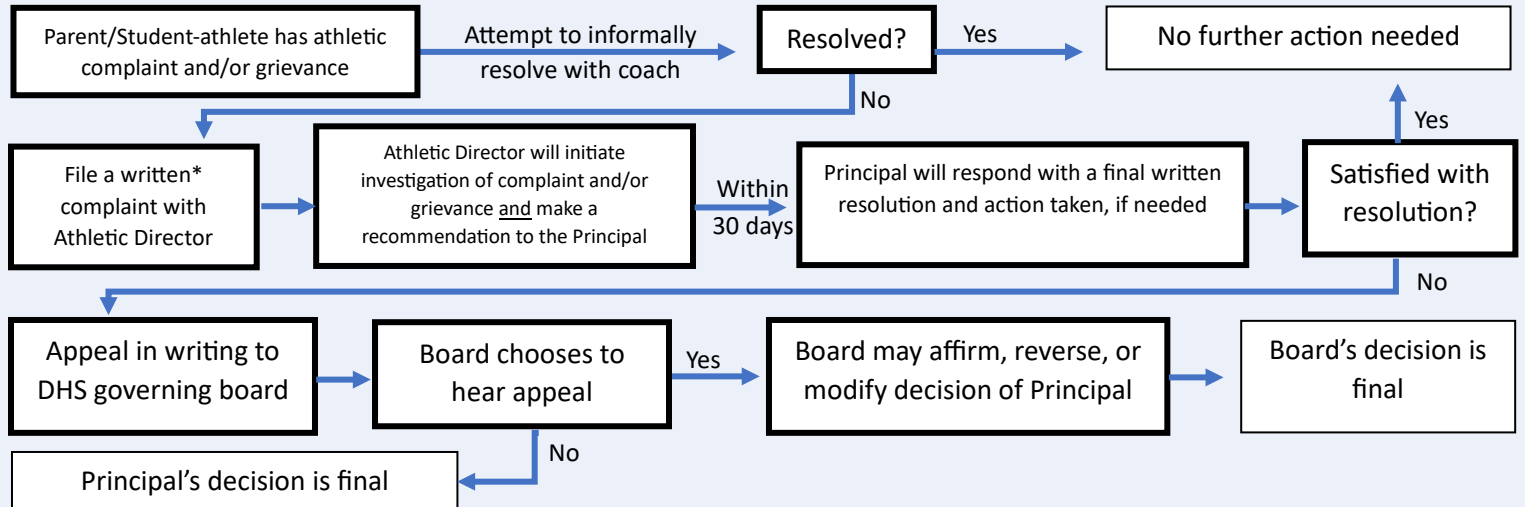
Destin High School Conflict Resolution Policy Quick-Tips

These Quick-Tips are not designed to replace Destin High School, Inc.'s (DHS) Conflict Resolution Policy, but rather, be a helpful tool and guide to parents, students, and DHS employees should conflict arise.

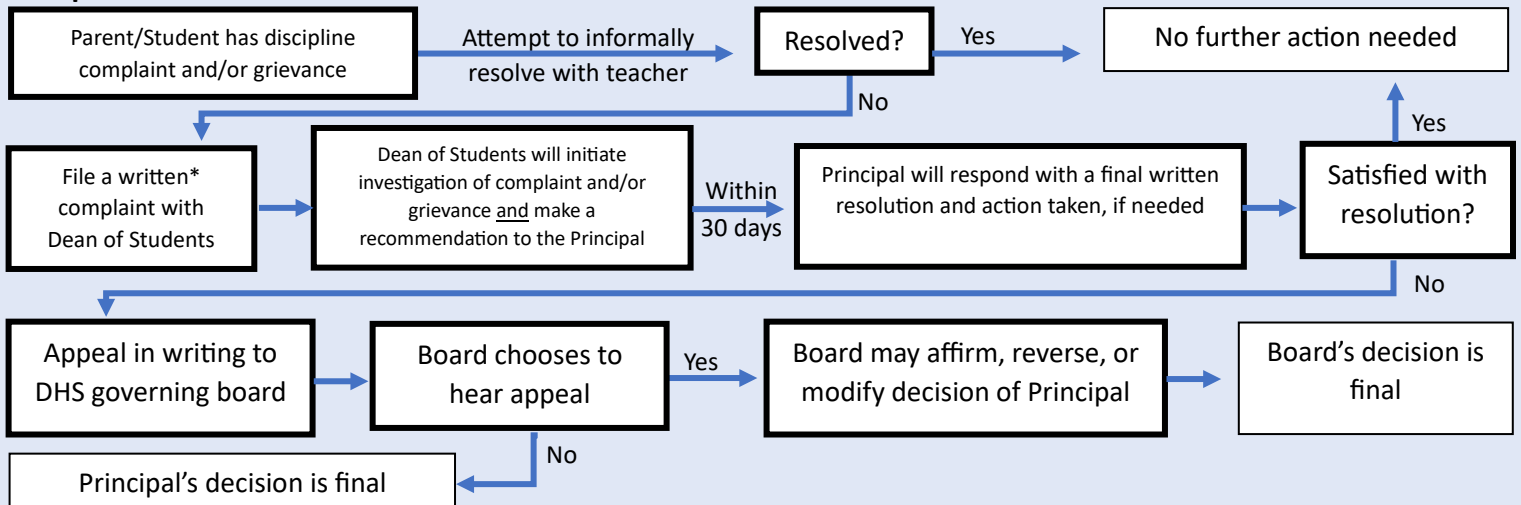
Academic Issue – Grievance Process



Athletic Issue – Grievance Process



Discipline Issue – Grievance Process



*Must be specifically identified, signed, and dated.

CONFLICT RESOLUTION POLICY
Destin High School, Inc.

Adopted and Effective: November 8, 2022

It is the policy of Destin High School that all employees, students, and parents have the right to voice their complaints, grievances, or concerns about matters pertaining to the school. The following procedures should be utilized by any students or parents who have a complaint or grievance relating to any policy of Destin High School or against any director, officer, employee, or student.

Complaints and Grievances

For purposes of this policy, a complaint or grievance shall constitute any perceived wrongdoing on the part of another individual, including, but not limited, instances of harassment, discrimination, bullying, unprofessional conduct, unsafe conditions, violations of the law, violations of Destin High School's policies and procedures, or other misconduct that is contrary to the values of Destin High School. A grievance may also include a disagreement over policies and procedures that have been implemented at Destin High School.

Grievance Process

Most difficulties can be resolved simply by communicating a concern. Destin High School strongly encourages any person with a complaint or grievance to attempt to informally resolve it. Parents and students should first address the issue with the staff member(s) or other individual(s) involved and schedule a meeting with them. If the issue remains unresolved, the parent may initiate the applicable formal grievance process set forth below depending on the type of issue. Parents may engage a representative or advocate at any stage during the grievance process.

Academic Issues: The following process should be utilized if the concern relates to an **academic** issue. A complainant should start at Step 1. If the issue remains unresolved, the complainant may then go to each successive step.

1. The student and parent must have attempted to informally resolve the issue with the teacher.
2. The parent complainant shall file a written complaint with the Principal. The written complaint shall identify the nature of the complaint, the person(s) involved in the matter, the date(s) of the occurrence, the location of the occurrence, and any other relevant information. In addition, the complaint must be signed and dated by the person filing the grievance.
3. The Principal will initiate an adequate, reliable, impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Investigations may include interviewing witnesses, obtaining documentation, holding meetings, and allowing parties to present evidence, as applicable.
4. The Principal will respond with a final written resolution within thirty (30) from the date the complaint was submitted. If, as a result of the investigation, it is determined that the grievance was meritorious, appropriate corrective and remedial action will be taken.

Athletic Issues: The following process should be utilized if the concern relates to an **athletic** issue. A complainant should start at Step 1. If the issue remains unresolved, the complainant may then go to each successive step.

1. The student-athlete and parent must have attempted to informally resolve the issue with the coach.
2. The parent complainant shall file a written complaint with the Athletic Director. The written complaint shall identify the nature of the complaint, the person(s) involved in the matter, the date(s) of the occurrence, the location of the occurrence, and any other relevant information. In addition, the complaint must be signed and dated by the person filing the grievance
3. The Athletic Director will initiate an adequate, reliable, impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Investigations may include interviewing witnesses, obtaining documentation, holding meetings, and allowing parties to present evidence, as applicable.
4. The Athletic Director will make a recommendation to the Principal for final resolution. The Principal will respond with a final written resolution within thirty (30) days from the date the complaint was submitted to the Athletic Director. If, as a result of the investigation, it is determined that the grievance was meritorious, appropriate corrective and remedial action will be taken.

Discipline Issues: The following process should be utilized if the concern relates to a **discipline** issue. A complainant should start at Step 1. If the issue remains unresolved, the complainant may then go to each successive step.

1. The student and parent must have attempted to informally resolve the issue with the teacher.
2. The parent complainant shall file a written complaint with the Dean of Students. The written complaint shall identify the nature of the complaint, the person(s) involved in the matter, the date(s) of the occurrence, the location of the occurrence, and any other relevant information. In addition, the complaint must be signed and dated by the person filing the grievance.
3. The Dean of Students will initiate an adequate, reliable, impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Investigations may include interviewing witnesses, obtaining documentation, holding meetings, and allowing parties to present evidence, as applicable.
4. The Dean of Students will make a recommendation to the Principal for final resolution. The Principal will respond with a final written resolution within thirty (30) days from the date the complaint was submitted to the Dean of Students. If, as a result of the investigation, it is determined that the grievance was meritorious, appropriate corrective and remedial action will be taken.

Appeals

If the complainant has exhausted all steps required herein and is not satisfied with the resolution, the complainant may appeal the result in writing to Destin High School's Governing Board. All such written appeals should be sent to the President of the Board and explain the nature of the issue and all steps taken thus far to find a resolution along with all supporting documentation. The Governing Board can choose whether to hear an appeal, in its sole discretion, by an affirmative vote of a majority of the Governing Board members present at any meeting. The complainant should be given adequate notice of the meeting where the appeal may be considered. If the Board chooses not to hear an appeal, the decision of the Principal will be final. If the Governing Board chooses to hear an appeal, it may affirm, reverse, or modify the decision of the Principal. The decision of the Governing Board on all such matters is final. The Governing Board will not review any appeals relating to (i) a disagreement over a student's school grades, except where there is a showing of malfeasance by the employee responsible for grading or inputting data;

or (ii) a disagreement over roster selection for any sport or extracurricular activity. In ruling on any appeal, the Board should seek to give deference to the decision of the Principal, except where there has been an abuse of discretion, mistake, or violation of law or policy.

Parental Rights in Education Bill

The "Parent Rights in Education" law (House Bill 1557), sets forth specific procedures for complaints or disputes falling into those categories detailed in Section 1001.42(8)(c)1.-7., Florida Statutes, and on the "Parental Request for Appointment of a Special Magistrate" form published by the Florida Department of Education and available here: <https://www.fldoe.org/core/fileparse.php/20129/urlt/6-3.pdf>.

If a parent's complaint relates to any of these criteria, the procedures for responding shall be modified as set forth herein. The Principal or designee must provide a response to the parent within 7 days of receiving the complaint. If the dispute cannot be resolved by the Principal or designee within 7 days, the parent may present the dispute to the School District. The School District must attempt to resolve the dispute within 30 days. If the School District is unable to resolve the dispute, a parent may request the appointment of a special magistrate utilizing the "Parental Request for Appointment of a Special Magistrate" form linked above.

Anti-Retaliation Provision

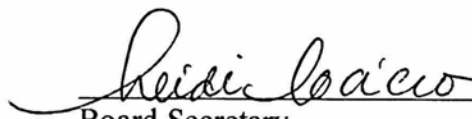
It is understood that following the above conflict resolution process is intended to bring about the best possible outcome for all involved. Retaliation against any person for exercising their rights under this policy is strictly prohibited. "Retaliation" for purposes of this policy shall mean wrongfully taking or threatening to take adverse action, or withholding or threatening to withhold favorable action, against a person who reports or plans to report an offense or file a grievance.

Board Communication Policy

If a Board member is approached by a parent or student with an individual issue, the Board member shall refer the individual to the conflict resolution policy above. If dispute resolution procedures have not been exhausted by the individual, the issue may not be brought to the full Board for consideration until such time as the staff and administration have had time to exercise their due authority to bring resolution to the issue through the above process. Nothing herein shall preclude a Board member from bringing a policy issue before the Board that was raised by a student or parent.

Board Secretary Certificate

I hereby certify that the foregoing Conflict Resolution Policy for Destin High School, Inc., was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on 11/8/22.


Board Secretary
HEIDI LOCICERO
Printed Name