

**Caddo Parish Public Schools**  
**Grievance Procedures for 2017 Student of the Year**

In the event the results of the Student of the Year selection are contested, the following steps will be taken:

**Phase I**

- The person contesting or disputing the results of the school's student selection will meet informally with the principal within 24 hours immediately following the student selection to discuss the reasons for the dispute. At this time, the principal will review selection procedures.

**Phase II (If dispute is not resolved at Phase I)**

- The person contesting or disputing the results of the school's student selection must place in writing to the principal the reasons for the dispute within 24 hours immediately following the informal meeting with the principal.
- The Principal and School Student of the Year Coordinator will investigate the procedures to see if the selection was done in accordance with the Caddo Parish Public Schools Student of the Year Selection Procedures and the State Student of the Year Guidelines. The principal will submit a written report on the school's selection, judging and scoring to the District Student of the Year Coordinator and the School's Director within five school days immediately following the investigation.
- The District Student of the Year Coordinator and the School's Director will convene to review the selection process and to discuss the written report submitted by the principal to make a determination. A written report of the termination will be given to the principal and the grievant.

**Phase III (If dispute is not resolved at Phase II)**

- The Chief Academic Officer will review all phases of the grievance process and make a final determination.