**OTC Student Grievance Policy**

The purpose of the student grievance procedure is to provide a means to a fair and equitable resolution of any complaint that a student may have with regard to policy, procedure, rules, or regulations of Okaloosa Technical College. Students are reminded that Okaloosa Technical College is a public school operated by the Okaloosa County School District and that Okaloosa County School District publishes a Student Code of Conduct each year.

Student grievance procedures for Okaloosa Technical College are stated here:

1. Informal: The student should first take a complaint to the person(s) involved and try to solve the problem.
2. If left unresolved: The student must give the Director a written and signed grievance. This should describe the problem and give all facts and suggested solutions. This must be given to the Director not more than ten (10) days after the incident occurred. The Director will then render his/her response within three (3) school days when feasible.
3. If the student does not agree with the Director’s decision, the grievance, as described in Step 2, may be sent to the Okaloosa County School District Superintendent’s office. This has to be done within three (3) days after the Director’s decision. The Superintendent’s decision is considered final.
4. In accordance to School Board Policy, 5-02, filed Student Grievances will be maintained by the Director for a period of three (3) years from date of Director’s decision.

No person shall, on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, or disability be denied receipt of services, participation in school activities, or access to programs if qualified to receive such services. Any student who believes that he or she has been discriminated against may file a complaint with the Student Grievance Procedure described to the Equity Officer, Okaloosa County Schools.

Okaloosa Technical College is accredited by the Commission of the Council on Occupational Education. The Commission’s contact information is:

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Telephone: 770-396-3898

FAX: 770-396-3790

www.council.org