



MARION TECHNICAL COLLEGE
PLANS AND PROCEDURES MANUAL

STUDENT GRIEVANCE

EFFECTIVE SCHOOL YEAR: 2022-2023

REVISED: OCTOBER 2022

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS
AN EQUAL OPPORTUNITY SCHOOL DISTRICT

MARION TECHNICAL COLLEGE

STUDENT GRIEVANCE

All students have the right to appeal administrative decisions made by faculty & staff of the program. Every attempt should be made to rectify the perceived grievance by a meeting among interested parties. Prior to initiating the grievance process outlined below, the student must first request in writing a meeting with their class instructor and the Program Manager. If the student feels the situation is not rectified at that level, the student may pursue an appeal by following the grievance process in the order listed below. This procedure is provided to comply with the Title IV of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1976, Section 504, and the Americans with Disabilities Act (ADA) of 1990. Failure on the part of a student to observe the time limits for initiation and follow-up on a complaint or grievance will automatically result in the complaint or grievance being considered abandoned.

Level One:

A written statement is delivered to the department administrator within three (3) working days of the perceived incident. Email is acceptable. The statement must fully describe the circumstances giving rise to the perceived grievance and description of the student's efforts made to resolve the grievance. A decision regarding this appeal will be made within three (3) working days of receiving the appeal, exclusive of weekends or holidays.

Level Two:

Suppose the student desires to appeal the decision made at Level One. In that case, the student must provide a written statement to the Assistant Principal of Marion Technical College (MTC) within three (3) working days of the decision at Level One. The statement must fully describe the circumstances giving rise to the perceived grievance and description of the efforts made to resolve the grievance at the previous level. A decision regarding this appeal will be made within three (3) working days of receiving the appeal, exclusive of weekends or holidays.

Level Three:

Suppose the student desires to appeal the decision made at Level Two. In that case, the student must present the perceived grievance within three (3) working days to the Principal of Marion Technical College (MTC). The student must submit a written statement to the Principal describing fully the circumstances giving rise to the perceived grievance and the efforts made to resolve the grievance at the previous levels. The Principal will review the statement of the grievance and will, discuss the grievance with all interested parties and decide whether the previous decisions stand or will be revised. All parties have the right to a face-to-face meeting with the Principal of MTC. Every effort will be made to resolve this issue within two (2) weeks.

The Superintendent's designee for coordinating all student grievances is the Director of Student Services and may be reached by phone at 352-671-6860 from 8:00 am to 5:00 pm on school days or by mail at 1614 East Fort King Street Ocala, FL. If the grievance is not settled at the district level, the student may appeal to the accreditation agency (COE).

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