

## Student Grievance Procedure

IF you believe your rights  
have been violated...

### Step 1 – Informal Process

Tell an ROP Instructional Administrator or your Career Guidance Specialist.

IF unresolved: File  
a formal complaint.

### Step 2 – Formal Process

- Send written complaint to ROP Assistant Superintendent, Educational Services.
- For information, call 714-502-5876.

IF unresolved: Formal  
process continues.

### Step 3 – Investigation/Decision

- ROP investigates complaint.
- Decision is given to student within 25 days of receiving written complaint in Step 2.

IF unresolved: File  
within 5 days.

### Step 4 – Appeal to Board of Trustees

- Send written appeal to ROP Board of Trustees through the Superintendent.
- Decision is given to student within 60 days of receiving written complaint in Step 2.

IF unresolved: File  
within 15 days.

### Step 5 – Appeal to State Superintendent

- Written appeal to State Superintendent of Public Instruction
- Final disposition