

Regulation

STUDENT GRIEVANCE PROCEDURE

Students and/or parents/guardians are encouraged to bring grievances and complaints to the member of the staff most directly involved. For student and/or parent/guardian grievances regarding, discrimination, or complaints or grievances in matters of disciplinary action, academic areas, or school operational practices the following procedure shall be observed:

Step 1

The student and/or parent/guardian grievant, or their representative(s) shall first discuss the alleged grievance with the staff member directly involved in the grievance. If the student and/or parent/guardian are uncomfortable addressing the staff member involved he/she may request a meeting with the supervisor of the involved staff member.

Meetings with the supervisor shall be documented in writing and include the date of the meeting, the nature of the complaint and a description of the outcome of the meeting.

Step 2

If the grievant is not satisfied with disposition of his/her grievance, **Step 1**, or if no decision has been remedied within fourteen (14) calendar days after presentation of the grievance, he/she may file the grievance with the principal. The principal shall render a decision within twenty (20) calendar days.

Step 3

If the grievant is not satisfied with disposition of his/her grievance, **Step 2**, or if no decision has been remedied within fourteen (14) calendar days after presentation of the grievance, he/she may file the grievance in writing with the superintendent using the Student/Parent/Guardian Grievance Form. The superintendent shall render a decision within twenty (20) calendar days.

Step 4

If the grievant is not satisfied with the resolution of the grievance at **Step 3**, then the grievance shall be submitted in writing to the board of education within fourteen (14) calendar days of receipt of the decision of the superintendent, and the board shall render a decision in writing within thirty (30) calendar days after the submission of the said grievance.

The grievant can request an appearance before the board of education. The board will decide if an appearance is appropriate on a case-by-case basis. The appearance shall be limited to fifteen (15) minutes. When an appearance occurs, the board shall render a decision within thirty (30) calendar days of the appearance.

Appeals

Complaints and inquiries that are not satisfactorily answered by the board may be appealed to the Commissioner of Education.

Complaints and inquiries that are brought directly to the board shall be referred to the appropriate authority level established in these guidelines.

STUDENT GRIEVANCE PROCEDURE (regulation continued)

Adopted:	February 22, 1994
NJSBA Review/Update:	February 2012
Readopted:	June 2013, August 2014