

STUDENT GRIEVANCE PROCEDURE

Grievance Process

A student grievance will be heard in the following manner:

- A . A student should first make the grievance known to the staff member most closely involved or with a guidance counselor and both shall attempt to resolve the matter informally and directly;
- B . A grievance not resolved at the first step must be reduced to a written statement in which the student sets forth the specific nature of the grievance, the facts that gave rise to it, the relief sought, and the reasons why that relief is appropriate;
- C . The written grievance may be submitted to the building principal, the superintendent, and the board of education, in that order and within a suitable period of time to be allowed at each level for the hearing of the grievance and the preparation of a response;
- D . At each step beyond the first, the school authority hearing the grievance may summon the parent(s) or legal guardian(s) of a grievant. The grievant may summon the assistance of his/her parent(s) or legal guardian(s) at any step;
- E . A student grievance that proceeds to the board will be determined promptly and the board will issue a decision in no more than ten calendar days. The student will be informed of the right to appeal a decision of the board to the Commissioner of Education.

The superintendent shall direct all staff members to respect the right of students to seek redress of grievances by lawful procedures without fear of reprisal.

Adopted: October 8, 2009
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