

POLICY GUIDE

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Student Grievance
Dec 24

[See POLICY ALERT No. 234]

5710 STUDENT GRIEVANCE

The Board of Education believes ~~that students are citizens who~~ possess the right to request redress of grievances ~~and that students should be encouraged to respect lawful procedures for the resolution of~~ **and** disputes. Accordingly, the Board will establish and observe procedures by which the grievances of students will be heard.

For the purposes of this ~~P~~policy, a student grievance means any complaint that arises out of the acts or policies of this Board or the acts of its employees. **The procedure outlined in this Policy shall be used to address a student grievance that is not elsewhere in a Board policy, regulation, and/or grievance with a procedure specifically designed to address the conduct in question.**

A student grievance ~~shall will~~ be heard in the following manner:

1. First Level

- a. **The student or parent may submit a grievance to the teaching staff member most closely related to the policy or act giving rise to the grievance, within five school days of the conduct.**

2. Second Level

- a. **If the grievance is not resolved at the first level, the student or parent may appeal the teaching staff member's decision by submitting a written appeal of the decision to the ~~Principal~~—*Head of School or designee* within five school days of receipt of the teaching staff member's written decision.**

- (1) The written grievance shall include:**



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- (a) **The specific nature of the grievance and a brief statement of the facts giving rise to it;**

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- (b) **Any documentation the student or parent has supporting their request; and**
- (c) **The remedy sought by the student or student's parent.**

- b. **The ~~Principal~~ *Head of School or designee* will inform the student and parent, in writing, of the ~~Principal~~ *Head of School or designee* decision regarding the appeal within five school days of receiving the written appeal from the student or parent and their right to appeal the ~~Principal~~ *Head of School or designee* decision to the ~~Superintendent or designee~~ *Head of School or designee***

3. Third Level

- a. **If the grievance is not resolved at the second level, the student or parent may appeal the ~~Principal~~ *Head of School or designee* decision by submitting a written request to the ~~Superintendent or designee~~ *Head of School or designee*. This written request for an appeal must be submitted to the ~~Superintendent or designee~~ *Head of School or designee* by the student or parent within five school days of the student's or parent's receipt of the ~~Principal~~ *Head of School or designee* written decision and must include the same information the parent or student submitted in the written grievance outlined in 2.a.(1) above.**
- b. **The the ~~Superintendent or designee~~ *Head of School or designee* will review the written request for an appeal and supporting documentation submitted by the school**



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staff members and the student or parent to inform the student and parent of the decision regarding the appeal within ten school days of receiving the written request for an appeal.

- c. A student or parent may appeal the the ~~Superintendent or designee~~ *Head of School or designee* decision to the Board. An appeal that proceeds to the Board will be determined promptly and the Board will issue a decision in no more than thirty calendar days. The student will be informed of the right to appeal a decision of the Board to the Commissioner of Education.

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- ~~1. 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;~~
- ~~2. 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;~~
- ~~3. 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;~~

Optional

~~{At each level the student will have the opportunity to be heard personally;}~~

- ~~4. At each step beyond the first, the school authority hearing the grievance may summon the parent(s) or legal guardian(s) of a grievant who is not an adult. The grievant may summon the assistance of his/her parent(s) or legal guardian(s) at any step;~~



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~~5. — 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 or designee~~ *Head of School or designee* shall direct all staff members to respect the right of students to seek redress of grievances by lawful procedures without fear of reprisal.

Cross reference: Policy Guide No. 9130

Adopted:

