

**Regulation**

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STUDENT GRIEVANCE

Students shall be provided the opportunity to express grievances about actions, policies, or procedures in the school through clear channels of communication. In addition, it is the purpose of this communication structure to provide ways for students to present suggestions and to encourage involvement in the school decision-making and the development of school policy or procedures.

Through the use of the student grievance procedure, district students shall be encouraged to discuss their grievance(s) informally with the faculty member against whom the grievance is directed, prior to utilizing the more formal grievance procedure outlined below. It is expected that the majority of grievances will be settled informally. If a grievance cannot not be resolved informally, the following procedure shall apply.

Student grievances shall be classified in three categories:

- A. Academic matters;
- B. Disciplinary actions; and
- C. Social, physical, or operational conditions.

Academics, Activities, Athletics, Special Services, and Guidance

If a student (or group of students) wishes to grieve academic decisions or any perceived unfair treatment in athletics, special services, or guidance services, and the matter cannot be resolved informally through discussion with the faculty member involved, the student and his or her parents/guardians may contact the school and/or schedule an appointment at school to resolve the matter according to the following procedures:

- A. The parent/guardian shall arrange a conference with the teacher, coach, advisor, child study team member, or counselor involved, through the student's guidance counselor;
- B. If, after formally meeting with the staff member involved the decision is still unresolved, the parent/guardian together with the student may appeal the decision in writing within five (5) school days to the principal;
- C. If the principal's decision is unsatisfactory to the parent/guardian, the parent/guardian together with the pupil, may appeal the decision in writing within five (5) school days to the chief school administrator
- D. If the chief school administrator's decision is unsatisfactory to the parent/guardian, he/she may appeal the decision in writing within five (5) school days to the board of education;
- E. The appeal to the board shall include all the documented decisions. The board shall review the decisions and determine if a hearing shall be conducted;
- F. If the board agrees with the decision of the chief school administrator, no hearing shall be conducted and the parent/guardian shall be informed of the board's decision in writing;
- G. If the board determines that a hearing shall be conducted the hearing with be scheduled and held in closed session. Following the hearing, the parent/guardian shall be informed of the board's decision in writing;
- H. The decision of the board may be appealed to the Commissioner of Education of the State of New Jersey through the Atlantic County Executive County Superintendent;

STUDENT GRIEVANCE (regulation continued)

An attorney may represent the pupil and his or her parents at any point beyond the Principal, provided prior notification is made to the school authorities.

Disciplinary

If a pupil feels that disciplinary action applied to him or her is unfair, and he or she cannot resolve the matter informally with the faculty member or principal, the pupil and his or her parents/guardians may contact the school and/or schedule an appointment at school to resolve the matter according to the following procedures:

- A. If a teacher is involved, the pupil(s) shall arrange a conference with the teacher through the principal;
- B. If the decision is unsatisfactory to the pupil, the student and his or her parents/guardians may schedule an appointment at school to resolve the matter directly with the principal;
- C. If the principal's decision is still unsatisfactory to the parent, the parent may follow the steps of appeal outlined above.

Social, Physical, or Operational

If a student (or group of students) feels that a particular social, physical, or operational condition in the school should be modified or provided, the student(s) may contact the principal through the classroom teacher or guidance counselor to present the suggestion or complaint according to the following procedure:

- A. Suggestions or complaints shall be in writing. The student may request a meeting with the principal or be requested to attend a meeting by the principal to present the suggestion or complaint in person;
- B. If the student disagrees with the resolution after discussion with the principal, the student may refer the suggestion or complaint in writing to the chief school administrator;
- C. If the student disagrees with the determination of the chief school administrator, a further appeal may be made in writing within five (5) school days to the board. The board may, as it deems necessary or appropriate, request a meeting with the student to hear the complaint or suggestion. The board shall render a decision in writing and the decision shall be final.

Time

Students and parents/guardians shall adhere to a time limit of five (5) days appealing, in writing, any decision at each step in this procedure. Conferences and meetings shall be scheduled promptly and whenever possible within ten (10) days. The time interval scheduling meetings may be adjusted to accommodate the schedules of staff, students and parent/guardians when necessary.

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