

POLICY GUIDE

CLIFFSIDE PARK BOARD OF EDUCATION

5710. PU

5710. PUPIL GRIEVANCE

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

For the purposes of this policy, a pupil grievance means any complaint that arises out of the acts or policies of the Board or acts of its employees.

A pupil grievance will be heard in the following manner:

1. A pupil should first make the grievance known to the staff member most closely involved or a school 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 pupil sets forth the specific nature of the grievance, the facts that gave rise to it, the relief sought, and the reasons why the relief is appropriate;
3. The written grievance may be submitted to the Building Principal, the Superintendent, or the Commissioner 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;
4. At each step beyond the first, the school authority hearing the grievance may summon the parent or legal guardian(s) of a grievant who is not an adult. The grievant may summon the assistance of his or her own legal guardian(s) at any step;
5. A pupil grievance that proceeds to the Board will be determined promptly and the Board will issue a decision no more than ten calendar days. The pupil 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 pupils to seek redress of grievances by law without fear of reprisal.

Cross reference: Policy Guide No. 9130

Revised: March 27, 2007