

Regulation

GRIEVANCE PROCEDURE

The objective of the following grievance procedure is to secure equitable solutions to the problems.

Nothing herein contained shall be construed as limiting the right of any individual having a grievance to discuss the matter informally with any other student or any appropriate member of the administration and thereby having the grievance adjusted.

Procedure

Level 1:

A student or parent/guardian complainant who believes that he or she has been subject to, harmed or adversely affected by a member of the school staff or another student shall discuss the matter with a teacher, guidance counselor, administrator or the affirmative action officer in an attempt to resolve the matter informally.

Level 2:

If the informal discussion does not result in a resolution or if the student and/or parent/guardian are uncomfortable confronting the issue with the staff member at Level 1, the student and/or parent/guardian may address the problem or complaint with the school principal. After the informal discussion with the principal and/or with any other person involved, the complaint may be submitted in writing to the principal within a reasonable time frame of the cause of the complaint. The principal shall return a decision Promptly. If the student or the parent/guardian disagrees with the decision of the principal or no decision is returned within the time stipulated herein, the student or the parent/guardian may initiate procedures set forth in Level 3. When the problem or complaint is resolved, a letter detailing all aspects of the complaint, its resolution and supporting evidence shall be forwarded to the student and the parent/guardian.

Level 3:

If the student and/or parent/guardian disagree with the decision of the principal at Level 2, the complaint and all supporting papers may be submitted to the chief school administrator. The student and/or the parent/guardian may request a meeting with the chief school administrator within five (5) days of the decision of the principal. The chief school administrator shall have 10 school days in which to resolve said problems or complaints. The decision shall be documented and sent to the student and parent/guardian.

Level 4:

If the student and/or parent/guardian disagree with the decision of the chief school administrator at Level 3, the complaint and all supporting papers may be submitted to the board. The student and/or the parent/guardian may request a board hearing within reasonable period of time from the decision of the chief school administrator. The board shall review the complaint and the decisions of the principal and the chief school administrator. If the board agrees with the disposition of the complaint at Levels 2 and 3 no further action shall be taken. The student and the parent/guardian shall be notified of the board decision within ten days of the board's review of the complaint. If the board disagrees with the disposition of the complaint at Levels 2 and 3 or the board requires more information to make a decision, the student and the parent/guardian shall be notified within ten days that the request for a board hearing has been granted. This notice shall contain a hearing date.

GRIEVANCE PROCEDURE (regulation continued)

Level 5:

The board hearing shall be scheduled at either of the next two regularly scheduled closed work sessions of the board. All aspects of the complaint, its resolution and supporting evidence shall be forwarded to the board for review. The board will have 10 days to render a final resolution on the petition.

Other Appeals

Where applicable, the complainant will be informed of his or her right to appeal the Board's decision to the:

Commissioner of Education
Division of Controversies and Disputes
New Jersey State Department of Education
225 West State Street
Trenton, New Jersey 08625

New Jersey Division on Civil Rights
1100 Raymond Boulevard
Newark, New Jersey 07102

Records:

The records of any complaint shall be maintained by the chief school administrator.

Note: The board shall hear as required by law any appeals made to the board for short and long term suspension, mandatory removal of students (drug/alcohol possession and weapons) and harassment, intimidation and bullying.

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