

Regulation

STUDENT GRIEVANCE PROCEDURE

Complaints involving harassment, intimidation and bullying shall be addressed according to board policy 5131.6 Harassment, Intimidation and Bullying. Incidents shall be reported to the principal and investigated by the school anti-bullying specialist. The following steps may be taken to address other student grievances:

- A. A student should first make the grievance known to the staff member most closely involved or with a school counselor and both shall attempt to resolve the matter informally and directly;
- B. A grievance that is not resolved through informal discussion with the teacher or school counselor may then be submitted in writing to the building principal. The written grievance should include:
 - 1. The student's name;
 - 2. The names of other individuals who are the subject of the grievance, as appropriate;
 - 3. A reason for the grievance and the facts that gave rise to it; and
 - 4. The remedy sought.
- C. The written grievance may be submitted to the building principal and the superintendent, in that order and within a suitable period of time not to exceed ten days 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 request to meet with the parent/guardian of a grievant who is not an adult. The grievant may include his or her parent/guardian at any step.
- E. If the grievant is not satisfied with the outcome of his or her petition to the principal and superintendent, and the grievance is related to a matter of law and/or policy, the grievance may be submitted to the board;
- F. The board will review the grievance and the action taken and may hear the grievance if the board disagrees with the disposition of grievance by the superintendent, or required to hear the case by law (includes: bullying, long-term suspension or expulsion, removal for violence and/or weapons, and other required hearings related to special education);
- G. The parent/guardian, student and/or adult student shall be informed of the board decision to uphold the superintendent's disposition of the grievance with the reason for the decision;

- H. The parent/guardian, student and/or adult student shall be informed of the board decision to hear the grievance and assigned a date and time to meet with the board, or board committee to present the grievance;
- I. The decision of the board shall be final and the parent/guardian, student and/or adult student shall be informed of the board decision in writing;
- J. The parent/guardian, student and/or adult student will be informed of the right to appeal the board's decision to the Commissioner of Education.
- K. Retaliation or reprisal against a student who files a grievance is prohibited and will result in disciplinary consequences.

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