

### 5710 PUPIL GRIEVANCE

The Board recognizes that pupils, as citizens, have the right to request redress of grievances. Further, the Board believes that fostering a respect for lawful procedures is an important part of the educational process. Accordingly, a procedure for dealing with individual and group grievances should be provided, along with the appropriate appeal procedures.

#### Purpose

1. To define the correct procedure for pupils to follow in resolving grievances; and
2. To secure, at the earliest and most direct level, an equitable solution to the problem for those parties involved with the grievance.

#### Definitions

1. A grievance shall be defined as a claim allegedly caused by a misinterpretation, violation, or inequitable application of policies of this Board of Education.
2. Days shall be designated as only school days, holidays and weekends are not to be considered applicable.

#### Procedures

1. A pupil must initiate definite action on a grievance within five school days following the event or occurrence, when the administrator rendered a consequence, or the complaint shall be considered invalid (and therefore waived).
2. The pupil should meet privately with the staff member involved, with both attempting to resolve the issue informally and directly.

Note: Pupils may request the Assistant Principal to make such contact. If the grievance has not been resolved to the pupil's satisfaction, then the pupil must utilize step three immediately below.



3. If the grievance is not resolved in step two above, the pupil shall:
  - a. Prepare a written statement of his/her grievance, setting forth the:
    - Specific nature of the grievance
    - Facts giving rise to the grievance
    - relief sought and
    - reason(s) why she/he feels entitled to such relief.
  - b. Submit a copy of the written statement to the Principal, who will then discuss the grievance with all parties involved, including the pupil's parent(s) or legal guardian(s). Following such, the Principal shall render a decision to all parties involved, in writing, within ten days after receiving the grievance.

Note: The pupil may choose student advocate to assist him/her in discussion.

If the pupil is not satisfied with the Principal's decision, he/she may appeal to the Superintendent. The Superintendent will discuss the grievance with all parties, including the pupil's parent(s) or legal guardian(s). The pupil may have a Student Council representative assist him/her in this discussion. The Superintendent shall render a decision to all parties involved within ten school days of receiving the appeal.

If the pupil is not satisfied with the Superintendent's decision, he/she may appeal to the ad-hoc sub-committee of the Board of Education. The ad-hoc sub-committee of the Board will convene a meeting as soon as possible, but definitely within seven school days. All involved parties shall be notified of the meeting, and should be prepared to discuss the grievance with the Board. Following discussion and consideration, the ad-hoc sub-committee of the Board shall render a decision in writing to all parties involved.

If the pupil and/or his/her parent(s) or legal guardian(s) wish to pursue the grievance further, they have recourse to appeal to the Commissioner of Education. Should they wish to appeal the Commissioner's decision, they may pursue the matter with the State Board of Education.



# POLICY

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## CLEARVIEW REGIONAL BOARD OF EDUCATION

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