

# POLICY

The Board recognizes that, as citizens, students have the right to request redress or grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees.

The Board or its employees will hear the complaints and grievances of the students of this district provided that such complaints and grievances are made according to procedures established by Board policy.

1. The student should first make his grievance known to the staff member most closely involved or, if none is identifiable, his guidance counselor and both shall attempt to resolve the issue informally and directly.
2. For grievances which must move beyond the first step, the student shall prepare a written statement of his/her grievance which shall set forth:
  - a. the specific nature of the grievance and a brief statement of the facts giving rise to it;
  - b. the manner in which and extent to which the student believes he/she has been adversely affected.
  - c. the relief sought by the student;
  - d. the reasons why the student feels he/she is entitled to the relief he/she seeks;
  - e. whether or not, in the opinion of the student, other students are similarly adversely affected, and if so, what group or groups of students.
3. The grievance may then be submitted to the building principal, the Superintendent and the Board in turn and with a suitable period of time allowed at each level for the hearing of the grievance and the preparation of a response. At each level the student shall be afforded the opportunity to be heard personally by the school authority.
4. At each step beyond the first, the school authority hearing the grievance may, at his/her discretion, call in the student's parent, provide that the student is not 18 years of age or older. The student may conduct his/her grievance procedure with the help of a parent at any step.

# POLICY

BOARD OF EDUCATION  
FRANKLIN BOROUGH

PUPILS  
5710/Page 2 of 2  
Student Grievance  
Feb 76

5. When a grievance proceeds to the Board, the Board shall render its decision promptly. If the student so wishes and if the issue properly falls within his/her jurisdiction, the grievance may be appealed to the Commissioner.

Date Adopted: 2/16/76