

## PUPIL GRIEVANCE

The Board of Education recognizes the rights of pupils and parents to grieve educational and/or administrative issues arising within the district and to seek relief via orderly and equitable procedures. The Board also recognizes the responsibility of the school administration to develop and implement an orderly and equitable pupil-parent grievance procedure.

### Step 1

Any pupil(s) or parent(s) having a grievance with the educational or administrative processes of a particular school of the district or against a specific member of the faculty or administrative staff of one of the schools within the district, shall make every effort to resolve such grievance in informal conferences with the staff member directly concerned.

1. All conferences shall be carried out in an atmosphere of mutual good will and respect.
2. No more than three pupils and/or three sets of parents shall be involved in a single grievance conference. Grievance(s) involving more than this number of people shall designate representatives to attend the conference in their stead.

### Step 2

A grievance shall be discussed with the principal in an attempt to resolve the matter informally at that level. An informal conference with the principal may be held.

### Step 3

If the grievance cannot be resolved at the informal conference level outlined above, the grievant(s) shall file a written statement with the principal setting forth the following information:

1. A brief statement of the specific nature of the grievance;



2. A brief statement of the relief desired;
3. A brief statement of the reasons why the grievant(s) believes he or she is entitled to the relief sought;
4. The principal shall furnish a copy of the grievance to the member of the faculty or administrative staff involved;
5. Upon receipt of a grievance, the principal shall promptly schedule a conference with the grievant(s) and the members of the faculty or administrative staff involved;
6. The principal shall render a written decision within five (5) school days following the conference, and shall furnish copies of such decision to the grievant(s), the staff member, and the Superintendent.

#### Step 4

If either the grievant(s) or the staff member is dissatisfied with the decision of the principal, the grievant(s) shall, within five (5) school days of receipt of the written decision:

1. File a written statement with the Superintendent, with copies to the principal and other party, briefly stating the reasons upon which the appeal is based;
2. Upon receipt of the grievance appeal, the Superintendent may decide the grievance upon the written statements submitted by the parties, hold a conference with the grievant(s) and the staff member involved, or take whatever other actions the grievant(s) shall deem appropriate;
3. The Superintendent shall render a written decision to the grievant(s), the staff member, and the principal within five (5) days following the conference, if this is necessary.

#### Step 5

If either the grievant(s) or the staff member is dissatisfied with the decision of the Superintendent,



1. The grievant(s) may appeal such decision to the Board of Education by filing within five (5) days of the rendering of the Superintendent's decision a written notice of appeal with the Board Secretary.
2. The notice of appeal shall briefly state the basis of the appeal, and copies shall be furnished to the other party, to the principal, and to the Superintendent.
3. The Board may decide the grievance upon the written statements submitted or, at its option, may hold a hearing at which both parties may present testimony. The Board shall render a written decision to the grievant(s) within fifteen (15) school days following the hearing, if this is necessary.
4. The action of the Board shall be binding on all parties, subject, however, to such further review as may be available under the provision of N.J.S.A. Title 18A.

## Step 6

The following provisions have general application to the grievance procedure set forth above:

1. No step of this procedure may be by-passed on the way to a higher level, except that a grievance based upon a previous grievance decision will be initiated at the level of such previous grievance decision.
2. Nothing contained in this policy shall be construed to require a grievant to follow the grievance procedure set forth herein where another method of review is provided for by Title 18A. The grievant(s) shall have the discretion to invoke such method of review or this grievance procedure.
3. The invocation of the grievance procedure shall not relieve the grievant(s) of the responsibility of complying with any order which may have been issued, unless the implementation of said order shall have been stayed by the Superintendent or by the Board.



# POLICY

BOARD OF EDUCATION  
BERKELEY HEIGHTS

PUPILS

5710/page 4 of 4  
Pupil Grievance

4. No punitive action of any kind shall be taken against any grievant(s) solely on account of having filed a grievance.
5. All information elicited during any stage of the grievance procedure shall remain confidential unless such information is specifically made accessible to the public by State or Federal law, or all parties involved agree to disclose such information to the public.

(2353)

Adopted: 9 March 1981  
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