

PUPIL GRIEVANCE PROCEDURE

Any pupil and/or his/her parent may submit a complaint or file a grievance following the specified procedures listed below.

1. The initial complaint or concern must be addressed with the staff person with whom the issue was initiated. The pupil's counselor or another adult advocate may assist in this meeting.
2. If the issue is not resolved at this level, the complaint or grievance shall be brought to the school level administrator.
3. If the issue is not resolved with the school level administration, the complaint or grievance shall be brought to the Superintendent of Schools.
4. If the issue is not resolved with the Superintendent of Schools, the decision may be appealed to the Board of Education or a Committee of the Board.

All grievances or complaints shall be addressed at each level within a time period of reasonable length relative to the issue raised.

Adopted: May, 2004