

**Regulation**

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GRIEVANCE PROCEDURE

Students with a grievance will follow the steps listed below:

- A. A student with a grievance will confer with the teacher involved;
- B. If the student is not satisfied with the results of the teacher's conference he/she then may meet with the superintendent and the teacher;
- C. If the student is not satisfied with the results of Step 2, then a conference will be held with the parents, the teacher, and the superintendent;
- D. If the parents and student are not satisfied with the results of step 3, they may appeal the matter to the board:
  - 1. The board will review the disposition of the preceding steps;
  - 2. If the board agrees with the disposition by the teacher, principal and/or superintendent a conference will not be held and the student and the parent/guardian shall be notified of the board decision in writing;
  - 3. Then a conference will be held with the board of education and all previously mentioned individuals;
  - 4. If the board needs additional information or feels that board policies and procedures were not followed adequately, a conference shall be offered to the student and the parent/guardian. Written notification shall be sent to the parent/guardian and shall include the date and time of the conference;
  - 5. Following the conference, the board shall notify the parent/guardian of the board decision in writing.
- E. If the parents and students are not satisfied with the results of step 4, they have the right to pursue the matter further through the office of the executive county superintendent.

Student Disorder Plan

- A. If a student disorder occurs, the superintendent will request all students and regular classroom teachers to return to their homerooms;
- B. The superintendent will go directly to the disorder area. Students are to stay in their classes unless notified otherwise by the office;
- C. Each teacher that had students involved on the disorder should make every attempt to find out the problem that caused the disorder. Information should be forwarded to the superintendent;
- D. If a grievance is evident, the grievance procedure should be followed;
- E. The administration will make every effort to take appropriate action without the assistance of outside authorities;
- F. The borough police will be called if there is a possibility of physical harm occurring as a result of the disorder;
- G. A full report will be made as soon as possible to the board of education and the executive county superintendent.

GRIEVANCE PROCEDURE (regulation continued)

Records:

The records of any complaint shall be maintained by the superintendent or his or her designee.

*Note: The board shall hear as required by law any appeals made to the board for short and long term suspension, mandatory removal of students (drug/alcohol possession and weapons) and harassment, intimidation and bullying.*

Adopted:	No date
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Readopted:	June 16, 2015
Readopted:	March 28, 2017