

POLICY

COMMUNITY CHARTER SCHOOL OF PATERSON BOARD OF TRUSTEES

STUDENTS

5710/ page 1 of 2

Student Grievance

5710 STUDENT GRIEVANCE

The Board of Trustees believes students possess the right to request redress of grievances and disputes. Accordingly, the Board will establish and observe procedures by which the grievances of students will be heard.

For the purpose of this Policy, a student grievance means any complaint that arises out of the acts or policies of this Board or the acts of its employees. The procedure outlined in this Policy shall be used to address a student grievance that is not elsewhere in a Board policy, regulation, and/or grievance with a procedure specifically designed to address the conduct in question.

A student grievance shall be heard in the following manner:

1. First Level

- a. The student or parent may submit a grievance to the teaching staff member most closely related to the policy or act giving rise to the grievance, within five school days of the conduct.

2. Second Level

- a. If the grievance is not resolved at the first level, the student or parent may appeal the teaching staff member's decision by submitting a written appeal of the decision to the School Leader or designee within five school days of receipt of the teaching staff member's written decision.

(1) The written grievance shall include:

- (a) The specific nature of the grievance and a brief statement of the facts giving rise to it;
- (b) Any documentation the student or parent has supporting their request; and
- (c) The remedy sought by the student or student's parent.



POLICY

COMMUNITY CHARTER SCHOOL OF PATERSON BOARD OF TRUSTEES

- b. The School Leader or designee will inform the student and parent, in writing, of the School Leader's or designee's decision regarding the appeal within five school days of receiving the written appeal from the student or parent and their right to appeal the School Leader's or designee's decision to the CEO of Schools or designee.

STUDENTS
5710/ page 2 of 2
Student Grievance

3. Third Level

- a. If the grievance is not resolved at the second level, the student or parent may appeal the School Leader's or designee's decision by submitting a written request to the CEO or designee. This written request for an appeal must be submitted to the CEO or designee by the student or parent within five school days of the student's or parent's receipt of the School Leader's or designee's written decision and must include the same information the parent or student submitted in the written grievance outlined in 2.a.(1) above.
- b. The CEO or designee will review the written request for an appeal and supporting documentation submitted by the school staff members and the student or parent to inform the student and parent of the decision regarding the appeal within ten school days of receiving the written request for an appeal.
- c. A student or parent may appeal the CEO or designee's decision to the Board. An appeal that proceeds to the Board will be determined promptly and the Board will issue a decision in no more than thirty calendar days. The student will be informed of the right to appeal a decision of the Board to the Commissioner of Education.

The CEO shall direct all staff members to respect the right of students to seek redress of grievances by lawful procedures without fear of reprisal.

Adopted: 2/27/2025

