

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

**GRIEVANCE PROCEDURE FOR THE RESOLUTION OF COMPLAINTS ALLEGING ANY ACTIONS
PROHIBITED BY OR VIOLATION OF BOARD POLICY: ELIMINATION OF DISCRIMINATION ON THE
BASIS OF DISABILITY IN DISTRICT PROGRAMS OR ACTIVITIES**

Grievance Procedure

NOTE: The procedure which follows is not available to applicants for employment, as excluded in paragraph 4B of Board Policy 4111.2.

A. Definitions

1. A "grievance" shall be defined as a complaint alleging any action or actions which are prohibited by and in violation of Board Policy 4111.2: Elimination of Discrimination on the Basis of Disability in District Programs or Activities.
2. A "grievant" is the person or persons making the complaint and for the purpose of this Grievance Procedure shall be either the disabled person and/or his/her parent(s) and/or guardian(s).
3. The "Board Agent" is the individual Director of Special Services designated by the Board of Education to coordinate complaints with the Rules and Regulations of Section 504 of the United States Rehabilitation Act of 1973.

B. Pre-Grievance Meetings

Prior to filing a written grievance, the grievant(s) may request a pre-grievance meeting with the respondent(s) alleged to be directly responsible for the alleged violation(s) of Board Policy and/or persons with immediate supervisory authority related to the grievance.

Such pre-grievance meetings shall be at the option of the grievant(s) and shall not be a pre-condition for the submission of a written grievance.

C. Filing

Grievances filed with the Board's Agent shall be in writing and shall provide the following information:

1. Name and address of grievant(s).
2. The nature and date of the alleged violation(s).
3. The names of persons responsible for the alleged violation(s).
4. The relief or corrective action requested.

D. Time Limits

A written grievance must be filed within ten (10) calendar days of the occurrence of the alleged violation.

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E. Specific Procedures

1. Upon receipt of the written grievance, the Board's Agent shall review the information provided therein and shall have the opportunity to request additional information from all parties involved.
2. The Board's Agent shall reach a determination concerning the grievance and shall respond in writing to both the grievant and respondent(s) within (10) school days.
3. The grievant, no later than five (5) school days after receipt of the decision by the Board's Agent, may appeal the decision of the Chief School Administrator. The appeal of the Chief School Administrator must be made in writing restating the nature of the grievance, the relief or corrective action requested, and his/her dissatisfaction with the previously rendered decision.
4. The Chief School Administrator shall attempt to resolve the issue and shall, within ten (10) school days from the receipt of the appeal, communicate his decision in writing to the grievant, the Board's Agent, and respondent(s), if applicable.
5. If the grievant is not satisfied with the Chief School Administrator decision, he/she, no later than five (5) school days after receipt of the Chief School Administrator's decision, may petition the Board of Education, in writing, to review the matter. The Board of Education shall re-render its decision not later than ten (10) days following the hearing. All such hearings shall be private meetings with the Board of Education.

Regulation Placed in Effect
November 24, 1997
Emalene F. Renna, Ed.D.
Chief School Administrator

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