

108 GRIEVANCE PROCEDURE

I. PURPOSE

Any employee, student, or patron of the School District shall have the right to appeal the application of policies and/or administrative decisions affecting him/her. The individual shall be assured freedom from restraint, interference, coercion, discrimination or reprisal in presenting an appeal with respect to a personal grievance. A grievance under this policy is defined as a complaint lodged by a student or employee alleging violation of state and federal law prohibiting discrimination.

II. GENERAL STATEMENT OF POLICY

If a person has a grievance, he/she should present it in writing to:

- Level 1:** The immediate supervisor, who should schedule an informal meeting for the purpose of discussing the alleged grievance. (In the case of a student, this would be the teacher, coach, or director responsible for the program or activity involved.)
- Level 2:** If the grievant is not satisfied with the resolution made at Level 1, he/she may appeal in writing to the Building Principal. The appeal should be made within 5 days of the Level 1 informal meeting. If the alleged grievance is properly appealed, the Building Principal shall set a time to meet within 10 working days after receipt of the appeal. Within 10 working days after the meeting, the Building Principal shall issue a decision in writing.
- Level 3:** If the grievant is not satisfied with the resolution made at Level 2, he/she may appeal in writing to the Superintendent. The appeal should be made within 5 days of receipt of the Level 2 written decision. If the alleged grievance is properly appealed, the Superintendent shall set a time to meet within 10 working days after receipt of the appeal. Within 10 working days after the meeting, the Superintendent shall issue a decision in writing.
- Level 4:** If the grievant is not satisfied with the resolution at Level 3, he/she may appeal in writing to the Board of Education. The appeal should be made within 5 days of receipt of Level 3 written

decision. If the alleged grievance is properly appealed to the Board of Education, the Board of Education shall set a time to hear the grievance and render its decision in writing within 20 days of the hearing date. At the option of the Board of Education, a committee or a hearing officer may be designated to hear the appeal and render a decision thereon.

Failure to appeal a grievance from one step to another within the time periods provided shall be deemed a waiver of the grievance.

Legal References:

Cross References: