



GRIEVANCE POLICY TO BOARD

Effective: July 1, 2019

DEFINITIONS

- A. Grievance – A complaint from any individual within the Academy for Math, Engineering & Science (i.e. student, parent, employee) which:
 1. Sets forth the allegation that there has been a violation of any policy, accepted practices, or state or federal law.
 2. Specifically identifies the policy, practice, or statute violated.
- B. Grievant – Any individual or group of individuals aggrieved by a decision or condition falling under policy, accepted practices, or state or federal law.
- C. Organizational Structure – The hierarchy of The Academy for Math, Engineering & Science (AMES) for addressing all grievances. The organizational structure varies depending on area of alleged violation. Below is the hierarchy used for grievance procedures in this policy:

<i>Classroom Instruction</i>	<i>Special Education</i>	<i>Other Operations</i>
Classroom Teacher	Special Education Teacher	Directly involved party
Instructional Coach/Aide	Special Education Director	Direct Supervisor
School Principal	School Principal	School Principal
Board of Trustees	Board of Trustees	Board of Trustees

PROCEDURE

A. Step I:

1. Any individual alleging a grievance is encouraged to resolve the problem, if possible, through an informal discussion with the person or persons suspected of violation, beginning at the earliest level of organizational structure.
 - a. Students/Parents should discuss classroom concerns first with classroom teachers.
 - b. Employees should discuss concerns first with directly involved parties.
 - c. The Board of Trustees may appoint a mediator for the grievant if requested. The Board of Trustees reserves the right to not hear a grievance if mediation was offered and refused.
2. When individuals hear complaints or receive formal grievances, they should first make sure that grievant or potential grievant have first attempted in good faith to resolve problems with directly involved persons. The AMES reserves the right to not here a grievance if a good faith attempt has not been made to resolve the problem with those directly involved.

B. Step II:

1. In the event that the informal discussion with directly involved parties does not resolve the issue, grievant shall file a formal written grievance form with the next responsible individual in the organizational structure. Grievance Forms are available from the office manager or from the school's website.
 - a. The grievance must be filed within ten (10) working days of the date the grievant knew, or should have known, of the circumstances, which precipitated the grievance.
 - b. The responsible individual shall respond in writing, within five (5) working days following receipt of the grievance.
 - c. If the next responsible party is the Principal/CEO, Step II does not apply and grievant moves to Step III.

C. Step III:

1. If the response (decision) at Step II does not resolve the problem, the grievant shall forward the grievance to the Principal/CEO to initiate Step III.
2. The Principal/CEO shall investigate the complaint with the parties concerned in the grievance within ten (10) working days of the grievance having been filed at Step II.
3. At the conclusion of the investigation, the Principal/CEO shall render a decision and issue a written report setting forth his/her findings and recommendations for the resolution of the grievance within five (5) working days.
4. The grievance shall be considered resolved if the grievant and the Board of Trustees accept the recommendations of the Principal/CEO.
5. If no written report has been issued within the time limits set forth in "3" above, or if the grievant shall reject the recommendations of the Principal/CEO, the grievant shall have the right to appeal to the Board of Trustees for review of the grievance at Step IV.

D. Step IV:

1. A written request for Board of Trustees' review of the grievance must be submitted to a board member within 10 days of the date of the Principal/CEO report or the expiration of the time limits set forth in Step III.
2. The Board of Trustees' shall review the grievance and the school Principal/CEO's report, and may hold a hearing.
3. The Board of Trustees may affirm the Principal's recommendations, amend the recommendations, or affirm the recommendations in part and amend in part.
4. The Board of Trustees written decision shall be issued within 30 working days of receipt of the grievant's written appeal by a board member.
5. If no written decision has been issued within the time limit set forth in "4" above or if the grievant shall reject the decision of the Board of Trustees, the grievant shall be free to pursue such litigation or statutory remedy as the law may provide.

MISCELLANEOUS PROVISIONS

- A. The grievant will be informed that the time limits set forth in this policy may be modified or extended if mutually agreed by the employee, or his/her designated representative and AMES. If either party wishes to change the timeline set forth in this policy, the party will request the modification(s) from the other party and both parties will be required to agree to the modification(s).
- B. No person shall suffer recrimination or discrimination because of participation in this grievance procedure.
- C. Employees shall be free to testify regarding any grievance filed hereunder.
- D. Confidentiality will be observed pending resolution of the grievance.
- E. The grievant may be accompanied by a representative of his/her choice in all stages of these proceedings.
- F. Records of all grievances will be maintained by the Board of Trustees. The records will be kept in a separate and confidential file. Information regarding grievances will be classified as private.

GRIEVANCE FORM

NAME _____

POSITION TITLE _____
(If parent or student, put "parent" or "student")

DAYTIME PHONE NUMBER _____

INSTRUCTIONS: The Grievance procedure has four steps. The first is informal resolution, the second and potentially third are a formal written grievance to administration and/or the Principal/CEO, and the fourth a review by the Board of Trustees. An employee, parent, or student to initiate a formal grievance at Step 2 may use this form.

If you are considering initiating a grievance, you should review the complete Grievance policy, available from the office manager.

STEP 1 - INFORMAL RESOLUTION

Step 1 of the grievance process is the informal resolution. You and any involved party are encouraged to resolve the issue at this step.

STEP 2 - FORMAL GRIEVANCE

From the date of the grievable event, you have 10 working days to file a formal, written grievance. The written grievance is considered filed when it is submitted to a member of school administration or the Board of Trustees, as outlined in policy.

You must provide the following information:

1. The date of the grievable event. _____
2. A specific statement of the law, rule, policy and/or acceptable practice violated. What action or conduct constituted the violation and what happened?

Total number of pages attached _____

3. The resolution or remedy you want.

Total number of pages attached _____

4. Grievant signature and date filed with administration.

Grievant Signature

Date

Administrator's Signature

Date received from employee/parent

STEP 3 - FORMAL GRIEVANCE

If you do not resolve your grievance at Step 2, you may advance the grievance to Step 3 by notifying the Principal/CEO or Board of Trustees, as outlined in policy. The notification must be in writing and must be received within 10 working days of receipt of administration's response.