

Inlet Grove Community High School

Grievance Procedure

I. Definitions

Definition: A “grievance” shall mean a complaint that exists when a student, parent, guardian, or employee believes that he or she has been treated unfairly. The grievance procedures are available only to those aforementioned individuals associated with Inlet Grove Community High School (IGCHS).

Specific Purpose: The primary purpose of the grievance procedure is to secure, at the earliest level possible, an equitable solution to a complaint.

Confidentiality: All grievance proceedings shall be kept in strict confidence at each level of the procedure to the extent permitted by law.

Time: The number of days indicated at each level of the procedure shall be regarded as a maximum, and every effort shall be made to expedite the process. The limits specified may be extended by mutual agreement. Such agreement must be in writing and signed by both parties. The number of days refers to normal school days and excludes weekends and holidays observed by IGCHS.

Withdrawal: A complaint may be withdrawn by the grievant at any level of the proceedings without prejudice or record.

Hearings and Decisions: At each of the steps in the grievance procedure, the grievant shall be given the opportunity to be present and to be heard. All decisions at each step (except Step One) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

Reprisals: No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.

Preservation of Record: Any grievant, however, who wishes the proceedings of his or her complaints to be placed in his or her personnel file may do so by filing a written request to the grievant committee.

II. Grievance Procedure

Step 1: Most grievances can be resolved at the school level through informal conferences with teachers or other school personnel. This action should be the first step taken by the grievant in seeking clarification or questions or concerns before the formal grievance procedure is utilized. If efforts to resolve the grievance in this informal manner fail, the grievant may file a formal complaint with the school Grievance Coordinator. Forms for filing grievances are in the school office and should be provided upon request.

Step 2: The initial grievance form (Form A) shall be presented to the Grievance Coordinator no more than five (5) school days after conclusion of *Step 1*. The Grievance Coordinator will assign a

Grievance Number to the form, record the number on *Form A* and place a copy in the Grievance Log Book and also provide the grievant a copy of the form.

The Coordinator will discuss the nature of the complaint with the grievant and arrange for an informal conference to be held with the individuals involved within ten (10) school days. The Coordinator will notify the participant of the date, time and location of the conference and record the proceedings on *Form B*. The Coordinator will notify all individuals involved, in writing, of the decision reached within five (5) school days.

Step 3: If the grievant is not satisfied with the decision reached in *Step 2*, it may be appealed to the Principal, in writing, within five (5) school days. In unusual, extreme, or critical circumstances, the Principal may request the assistance of the Board of Directors Grievance Committee, if needed, to resolve the grievance.

If the grievance involved the Principal, the *Step 2* conference will be scheduled and conducted by the Board of Directors Grievance Committee consisting of three (3) members of the Board of Directors or their designates at the mutually acceptable time and place but no longer than (30) calendar days from the initiation of *Step 2*. A decision is to be rendered within ten (10) calendar days after conclusion of the conference.

Grievance Form A

Record No. _____

Name of Person Filing Grievance	Date
Department	Job Title
Date Supervisor was Notified (attach response)	Date the Principal was notified (attach response)

Statement of Grievance: (Background/activity leading to complaint, including dates)

Relief Sought

Employee Signature

Date

Disposition by Administration *(attach additional sheets if necessary)*

Signature

Date

Job Title/ Position

