

# Grievance Policies

## Newark Charter

### GRIEVANCE PROCEDURES

Students and their parents/guardians as their representatives have all the rights given to every citizen by the Fifth and Fourteenth Amendments to the U.S. Constitution. Many of these rights which pertain specifically to education are defined in this document. These rights are protected through a procedure called due process.

Students and their parents/guardians are encouraged to become familiar with this due process procedure.

#### Student Grievance

A grievance is another name for a complaint. A student grievance exists when it is alleged that a student has been unfairly treated or has not been afforded due process.

The following persons or groups of persons may use the grievance procedure:

1. Individual students or groups of students;
2. Parents/Guardians of a student;
3. Groups of parents/guardians of students.

The grievance procedure may be used in any of the following situations:

- A. Where it is alleged that any student or group of students:
  1. is being denied access to an appropriate educational opportunity;
  2. is being denied participation in any school activity for which the student is eligible;
  3. is being denied the opportunity to compete for a position in an activity where the selection is limited;
  4. is being subjected to an arbitrary or unreasonable regulation, procedure, or standard of conduct.
- B. Where it is alleged that the rights of an individual student and/or a group of students are being denied or abridged.

## GRIEVANCE PROCEDURES (Continued)

### Grievance Procedure

When the grievance procedure is used these steps shall be followed:

1. The grievant is encouraged to talk with a staff member for advice.
2. The grievant shall request, in writing, a conference with the teacher or person(s) who allegedly treated the student unfairly within three (3) school days of the event.
3. Conference shall be held within four (4) school days after request.
4. If the conference does not resolve the complaint the grievant may talk with the supervisor of the staff member.
5. If the grievance is not resolved during the two meetings, the grievant may file a written grievance with the principal within three (3) school days of the conference.
6. If the principal fails to resolve the issue to the satisfaction of the grievant, the grievant will, upon request, be given a written notice by the principal within three (3) school days after the conference with the principal stating the reason(s) the problem could not be resolved.
7. If the decision at the school level is not acceptable that decision may be appealed to the Superintendent. The appeal must be filed in writing not later than five (5) school days following the date of receipt of the principal's written decision. The Superintendent/Designee shall resolve the grievance by investigating the problem, holding conferences with the involved parties, or reviewing the written grievance record.
8. The decision of the Superintendent/Designee shall be the final decision of the school system. A copy of the Superintendent's/Designee's final decision shall be sent to all involved parties not later than ten (10) school days following receipt of the appeal by the Superintendent/Designee.

## La Academia Antonia Alonso

### V. Employee Grievance Procedures

#### A. General Provisions

**A.1.** This procedure is to provide all employees equitable solutions for alleged violations, misinterpretations or inequitable applications of school policies or practices relative to provisions of federal anti-discrimination legislation within a specified period of time.

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**A.2.** The Board recognizes that each employee has the right to clear and accepted channels of communication through which a grievance may be presented, reviewed, and equitably resolved within a specified period of time.

**A.3.** Each employee is entitled to "due process" by having his/her grievance reviewed by higher authority without fear of reprisal or recrimination as a result of having presented a grievance or having been a party in interest in the grievance procedure.

**A.4.** Each employee has the right to self-representation or is entitled to be accompanied or represented by legal counsel if the grievant so desires.

**A.5.** The grievance procedure shall be kept confidential and all documents, communication and records relating thereto will be maintained in a separate grievance file.

**A.6.** If a meeting to process a grievance is scheduled by the Board during the normal working day, the employee and all school participants will suffer no loss in pay.

**A.7.** The number of days specified in this procedure may be extended by mutual agreement between the Board or its representative and the grievant.

**A.8.** Nothing in this procedure shall be construed to limit the right of the Board or the grievant to appeal to an appropriate court of law.

## Kuumba Academy

### APPEALS/GRIEVANCES

#### Philosophical Basis:

A grievance may be filed when a student/parent feels that he/she has been unfairly treated or has not been afforded due process. Students/parents have the responsibility to discuss and to try to resolve their complaints with the person(s) involved before using the grievance procedure. Schools are responsible for providing means for students/parents to express and resolve their grievances.

**RIGHTS** 19

Students and parents have the right:

1. To be provided with a procedure for expressing and resolving their grievances. This procedure specifies lines of communication, time lines, and a method of appeal.
2. To participate in the evaluation and modification of the grievances procedure through their student government, parent teacher association and the board of directors.

### **RESPONSIBILITIES**

Students and parents have the responsibility:

1. To state the grievance clearly, to follow established procedures for resolving the grievance, and to abide by the decision resulting from the process.
2. To express concerns about the grievance procedure to school representatives.

### **APPEAL PROCESS FOR SUSPENSION**

Grounds for an appeal are limited to the following:

1. Due process and/or District procedures have not been followed.
2. The penalty exceeds the Code of Conduct.
3. Parents believe additional information is available.

### **Building Level**

1. The parent/guardian must request a review of the situation with the Building Head Designee when an appeal is being requested, stating the grounds for the appeal.
2. The request for a review must occur within one (1) school day of notification of the suspension.
3. The "out of school" suspension will not be enforced until the appeal process has been completed **unless the student presents a danger to other students and staff.**

### **District Level**

1. If the Head of School's decision at the building level is not acceptable to the parent/guardian, the decision may be appealed to the Kuumba Board of Directors. Such appeals must be filed no later than three (3) school days following the Head of School's decision.
2. The Kuumba Board of Directors shall resolve the appeal by investigating the problem or reviewing the written appeal/records.
3. Parents will be notified of the decision within three (3) school days following the filing of the initial appeal.
4. The decision of the Kuumba Board of Directors shall be the final decision of the School District.

## **GRIEVANCE PROCEDURES**

Students and their parents/guardians as their representatives have all the rights given to every citizen by the Fifth and Fourteenth Amendments to the U.S. Constitution. Many of these rights, which pertain specifically to education, are defined in this document. These rights are protected through a procedure called due process. Students and their parents/guardians are encouraged to become familiar with this due process procedure.

### **Student/Parent Grievance**

A grievance is another name for a complaint. A grievance exists when it is alleged that a student has been unfairly treated or has not been afforded due process.

The following persons or groups of persons may use the grievance procedure:

1. Individual students or groups of students;
2. Parents/Guardians or caregivers of a student;
3. Groups of parents/guardians of students.

The grievance procedure may be used in any of the following situations:

A. Where it is alleged that any student or group of students:

1. is being denied access to an appropriate educational opportunity;
2. is being denied participation in any school activity for which the student is eligible;
3. is being denied the opportunity to compete for a position in an activity where the selection is limited;
4. is being subjected to an arbitrary or unreasonable regulation, procedure, or standard of conduct;
5. is subjected to a situation that may endanger a student's health and or safety.

B. Where it is alleged that the rights of an individual student and/or group of students are being denied or abridged.

## **GRIEVANCE PROCEDURES**

When the grievance procedure is used, these steps shall be followed:

1. The grievant is encouraged to talk with a staff member for advice.
2. The grievant shall request, in writing, a conference with the teacher or person(s) who allegedly treated the student unfairly within three (3) school days of the event.
3. Conference shall be held within four (4) school days after request.
4. If the conference does not resolve the complaint, the grievant may talk with the supervisor of the staff member.

5. If the grievance is not resolved during the two meetings, the grievant may file a written grievance with the Head of School within three (3) school days of the conference.
6. If the Head of School fails to resolve the issue to the satisfaction of the grievant, the grievant will, upon request, be given a written notice by the Head of School within three (3) school days after the conference with the Head of School stating the reason(s) the problem could not be resolved.
7. If the decision at the school level is not acceptable that decision may be appealed to the Board of Directors. The appeal must be filed in writing not later than five (5) school days following the date of receipt of the Head of School's written decision. The Kuumba Board of Directors shall resolve the grievance by investigating the problem, holding conferences with the involved parties, or reviewing the written grievance record.
8. The decision of the Kuumba Board of Directors shall be the final decision of the school system. A copy of the Kuumba directors' final decision shall be sent to all involved parties not later than ten (10) school days following receipt of the appeal by the Kuumba School Board.

## EastSide Charter

### STUDENT GRIEVANCE

A grievance is another name for a complaint. A student grievance exists when it is alleged that a

student has been unfairly treated or has not been afforded due process. A student grievance must

be filed within five (5) school days from the time of the alleged infraction.

The following persons or groups of persons may use the grievance procedures:

- ☑ Students or groups of students.
- ☑ Parent(s)/legal guardian(s) of a student.
- ☑ Groups of parent(s)/guardian(s) of students.

The grievance procedures may be used in any of the following situations:

- ☑ Where it is alleged that any student or group of students
- ☑ Is being denied access to an appropriate educational opportunity.
- ☑ Is being denied participation in any school activity for which the student is eligible.
- ☑ Is being denied the opportunity to compete for a position in an activity where the selection is limited.
- ☑ Is being subjected to an arbitrary or unreasonable regulation, procedure, or standard of conduct.

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### GRIEVANCE PROCEDURE

When the grievance procedure is used, these steps shall be followed:

1. The grievant shall request a conference with the teacher or person(s) who allegedly treated the student unfairly.
2. If the conference fails to resolve the issue, the grievant shall discuss the problem with the Head of School or his/her designee.

3. If the Head of School fails to resolve the issue, the grievant will, upon request, be given a written notice by the Head of School stating the reason(s) the problem could not be resolved. Such notice will be provided within five (5) school days.
4. A grievant wishing to appeal the Head of School's written decision must file a written appeal with the Board of Directors not later than ten (10) school days from the date of receipt of the Head of School's written decision.
5. The Board of Directors or designee shall schedule a conference to hear the grievance no later than five (5) school days following receipt of the notice of appeal and shall issue a decision in writing, no later than five (5) school days following the grievance conference.
6. The decision of the Board of Directors or designee shall be the final decision of the School. A copy of the Board of Directors' or designee's final decision shall be sent to all involved parties not later than ten (10) school days following receipt of the appealed decision.

## Thomas Edison

### Grievance Procedures

When a student feels unfairly treated or has not been afforded due process, a grievance may be filed. Schools are responsible for providing a means for students to express and resolve their grievances.

*Students have the responsibility:*

To try to resolve their complaints through discussion with the person(s) involved before using the grievance procedure. When using the grievance procedure, students must state the grievance clearly, follow the established procedures, and abide by the decision that results from this process.

*Students have the right:*

To a procedure for expressing and resolving their grievances. This procedure specifies lines of communication, time lines, and a method of appeal.

## Campus Community School – Employee Grievance Procedure

### 1. Grievance Procedure

Campus Community School firmly believes that the majority of employee questions and concerns can be resolved by open communication and discussion between the staff member and his/her immediate supervisor. In accordance with the school's philosophy, we believe that complaining, blaming and judging without focus on a resolution is damaging to the important professional relationships we strive to develop and maintain. It is expected that both the employee and their supervisor(s) seek to negotiate a resolution to their differences in a timely manner and with a professional demeanor. If after due diligence, on the part of the employee and the administrator, a resolution cannot be reached, a staff member may initiate the following process:

**Step One:** An employee shall first discuss the issue with his/her relevant administrator and inform the administrator he/she believes he/she has a grievance. **A grievance is defined as and limited to a written claim by an employee or group of employees that there has been a violation, misinterpretation, misapplication, or improper application of any provisions of the personnel policies or practices.** Should the complaint be beyond the authority of the administrator to resolve, the administrator shall refer the employee to the Head of School. If the grievance is with the Head of School and can't be resolved in initial steps the complaint should be referred to the SBDMT or the Board of Directors. At the first meeting the employee will be expected to identify the nature of the complaint and the desired remedy for resolution. The administrator and the employee will work together to attempt to resolve the complaint.

**Step Two:** If the complaint is not satisfied with the informal resolution, the employee shall put his/her complaint in writing and present it to the administrator. This written document should specifically identify the violation, misinterpretation, misapplication, or improper application of any provisions of the personnel policies or practices and the proposed resolution. Any formal grievance missing any of these pieces will be declined. Once received by the administrator, the employee can expect to receive a written response from the administrator within five (5) working days. The response from the administrator will identify the administrator to whom the employee may appeal the proposed resolution if the employee feels the resolution was not fair and/or appropriate.

**Step Three:** If the employee does not feel the resolution proposed by the supervisor at Step Two is fair and appropriate, the employee may contact the administrator identified in the proposed resolution at Step Two. The notice to the administrator shall be presented in writing and shall include the following data:

1. The name of the supervisor contacted at Step One and Step Two.
2. The policy, regulation, law or common practice the employee feels has been violated, misinterpreted or inequitably applied.
3. A suggested remedy for the complaint.



The administrator receiving the written complaint will contact the employee and arrange a conference to review the complaint within five (5) working days of receipt of the complaint. The employee can expect to receive a written response from the administrator within five (5) working days of the conference, unless the employee and administrator agree to an extended time. A copy of the Step Three administrator's response shall be forwarded to the administrator in Step One.

**Step Four:** The issue will be considered resolved unless the employee forwards a written request, within five (5) working days of receipt of the administrator's Step Three response, to the President of the Board of Directors for further review. Within 10 working days of receiving the grievance, the President will determine the manner in which the Board of Directors will consider the complaint. When the Board has determined how the complaint will be considered, the President will notify the employee. Within five (5) days of the Board's decision, the President will forward the Board's written response to the grievance. The consideration of a grievance at Step Four is the appropriate and final step in CCS' procedure to resolve employee complaints, except that the employee has the right to seek judicial review should the employee be of the opinion the school's denial has violated the employee's legal rights.

### **Understandings and Stipulations**

1. An employee who wishes to file a grievance must do so within ten (10) days from the time when the employee knew, or reasonably should have known, of its occurrence.
2. The employee who has filed a grievance shall, during and notwithstanding the pending grievance, continue to observe all assignments and applicable rules and regulations until the grievance has been resolved.
3. Failure by CCS, at any step of this procedure, to communicate automatically moves the grievance to the next step unless an alternative timeline has been mutually agreed upon. Failure by the employee to appeal a grievance to the next step within the specified time limits or mutually agreed upon timeline shall be deemed to be acceptance of the resolution proposed at that step.
4. Any matter for which a method of review is prescribed by law or by any rule or regulation of the State Board of Education or any matter which according to law is beyond the scope of the Board's authority, shall be excluded from this complaint procedure.

5. All parties involved in the grievance process are expected to maintain complete confidentiality regarding all of the information related to the grievance. Failure to maintain confidentiality at any stage of the process may result in disciplinary action.
6. Completion of the CCS Grievance policy is predicate to legal action. All CCS administrative remedies must be exhausted before suit is filed.