

**DEFINITIONS**

A “Grievance” is a claim based upon an event or condition, which affects the welfare or conditions of employment of an employee, or possible discrimination against an employee or student.

An “Aggrieved person” is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

**PURPOSE**

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances, which may from time to time arise. These proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure. All parties shall cooperate and act in good faith to resolve the grievances.

Nothing herein contained will be construed as limiting the right of any aggrieved person to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted, provided the adjustment is consistent with District policy.

**PROCEDURE**

Level One – The aggrieved person shall first discuss the grievance with the Principal, immediate supervisor, or designated grievance representative with the objective of resolving the matter.

Level Two – If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decisions have been rendered within ten (10) school days after presentation of the grievance, he/she may file the grievance in writing with the Superintendent. Such grievance must be filed within ten (10) working days after the Level One decision has been rendered.

The Superintendent or his/her agent shall represent the administration at this level of the grievance procedure. Within ten (10) working days after receipt of the written grievance by the Superintendent, or the Superintendent’s agent shall meet with the aggrieved person in an effort to resolve the grievance.

Level Three – In the event the grievance is not resolved, the aggrieved party may request, through the Superintendent, a hearing before the Board. The Board shall review the grievance at the next regular scheduled Board meeting after receipt of the request. The Board shall issue a written decision regarding validity of the grievance and any corrective action to be taken within five (5) days after the Level Three hearing. The Board's decision will be final. The grievant is free to pursue such litigation or statutory remedy as the law may provide.

### **RIGHT TO REPRESENTATION**

The aggrieved person has the right to be represented by knowledgeable persons, organizations, or groups of his/her selection at any point during the grievance process.