

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0023

Title: **Grievance Procedure for Non-BFCCPS Employees**

Effective Date: June 10, 2009

Submitted By: Governance Committee

Supersedes Date: November 1, 2004

Approved By: Board of Trustees

Rev. No: 2

1 Purpose

- 1.1 The purpose of this policy is to establish a procedure whereby parents or other interested parties may raise grievances with school officials and to ensure that such grievances are resolved promptly and equitably. This policy is not intended to replace the informal discussion and resolution of grievances.

2 Scope

- 2.1 Parents and other interested parties. Faculty and staff of the BFCCPS should adhere to the Grievance Solving Procedure set forth in the Employee Handbook.

3 Responsibility

- 3.1 The Board of Trustees is responsible for interpreting and implementing this policy.
- 3.2 The Head of School (HOS) is responsible for implementing and adhering to the provisions of this policy.

4 Definitions

- 4.1 Grievance: any complaint relating to a decision or directive of a member of the faculty or staff.
- 4.2 Aggrieved Party: The individual initiating the complaint.

5 Procedure

- 5.1 The Aggrieved Party must first raise the grievance with the affected member of the faculty or staff and seek to resolve the issue.
- 5.2 If the parties cannot agree on a solution, then the Aggrieved Party must submit the grievance in writing to the HOS. The written grievance should contain as much pertinent information as possible to enable identification and resolution of the grievance. If more than one Aggrieved Party is involved, all parties should sign and date the written grievance.
- 5.3 During the academic year, the HOS shall act to resolve the grievance within five (5) working days unless the affected parties agree to extend the resolution process. During the summer recess, the HOS shall have a reasonable time to

resolve the issue, but should not exceed twenty (20) working days. If the HOS successfully resolves the grievance, she must submit a written report of the resolution to all interested parties.

- 5.4 If the grievance is not satisfactorily resolved by the HOS or resolved in a timely fashion, as an alternative to the procedures set forth in 5.5 and 5.6, the Aggrieved Party may submit the grievance to the President of the Board or his/her designee for mediation before filing the grievance with the full board.
- 5.5 If the grievance is not satisfactorily resolved by the HOS or resolved within the time frame established, an Aggrieved Party may forward the grievance to the Clerk of the Board of Trustees who shall have the matter placed on the agenda of the next regularly scheduled meeting of the Board. The President of the Board or his/her designee may investigate the grievance and, if necessary, forward a written response to the Aggrieved Party within a reasonable time period not to exceed sixty (60) days.
- 5.6 If the Aggrieved Party is not satisfied with the Board's resolution or the Board does not timely address the grievance, the party may submit the grievance to the Commissioner of Education.