

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0023

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

Effective Date: November 9, 2017

Submitted By: Governance Committee

Supersedes Date: April 12, 2012

Approved By: Board of Trustees

Rev. No: 4

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 addressed promptly. 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 Policy Guidelines.

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 should 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 must sign and date the written grievance.

5.3 Unless the Aggrieved Party and the HOS agree to extend the response time, the HOS shall respond to the grievance in writing within:

5.3.1 five (5) school days during the academic year or

5.3.2 no longer than 20 working days during the summer recess.

5.3.3 If the grievance is not responded to in a timely fashion by the HOS, or involves the HOS, the Aggrieved Party may submit the grievance to the President of the Board.

5.3.4 The President of the Board or his/her designee must respond to the Aggrieved Party in writing within 30 days.

6 Applicable Forms

7 Related Policy and Procedures