

# The Center for Creativity, Innovation and Discovery Grievance Policy

**Definitions:**

Grievance: A complaint from any individual within the The Center for Creativity, Innovation and Discovery (“CCID”) community (i.e. student, parent, or member of the larger community) who:

1. Sets forth the allegation that there has been a violation of any policy, accepted practices, or state or federal law;
2. Specifically identifies the policy, practice, or statute violated.

Grievant: Any individual or group of individuals aggrieved by a decision or condition falling under policy, accepted practices, or state or federal law.

Organizational Structure: The hierarchy of CCID for addressing all grievances. The organizational structure varies depending on the area of alleged violation. Below is the hierarchy used for grievance procedures in this policy:

Classroom Instruction	Special Education	Other Operations
Classroom Teacher	Special Education Teacher	Directly involved party
	Special Education Director	Business Manager
Executive Director	Executive Director	Executive Director
Governing Board	Governing Board	Governing Board

**Procedure**

Step I:

Any individual alleging a grievance is encouraged to resolve the problem, if possible, through an informal discussion with the person or persons suspected of a violation, beginning at the lowest level of organizational structure.

Students and parents should discuss classroom concerns first with classroom teachers.

Employees should discuss concerns first with directly involved parties.

When individuals hear complaints or receive formal grievances, they should make sure that grievants or potential grievants have first attempted in good faith to resolve problems with persons directly involved.

### Step II:

In the event that the informal discussion with directly involved parties does not resolve the issue, the grievant shall file a formal written grievance form with the next responsible individual in the organizational structure. [Grievance Forms](#) are available from the office manager or from the school's website.

The grievance must be filed within twenty (20) working days of the date the grievant knew, or should have known, of the circumstances that precipitated the grievance.

The responsible individual shall respond in writing, within five (5) working days following receipt of the grievance.

### Step III:

If the response (decision) at Step II does not resolve the problem, the grievant shall forward the grievance to the Administrator, Business Manager, or Special Education Director to initiate Step III.

The supervising Administrator shall investigate the complaint with the parties concerned in the grievance within fifteen (15) working days of the grievance having been filed at Step II.

NOTE: The supervising Administrator may choose to convene a grievance committee of two to three additional administrators or members of the faculty as part of the investigation of a complaint and in order to recommend a decision on the issue of grievance.

At the conclusion of the investigation, the Executive Director shall render a decision and issue a written report setting forth his/her findings and recommendations for the resolution of the grievance within five (5) working days.

The grievance shall be considered resolved if the grievant and the Governing Board accept the recommendations of the Executive Director.

If no written report has been issued within the time limits set forth in "3" above, or if the grievant shall reject the recommendations of the Executive Director, the grievant shall have the right to appeal to the Governing Board for review of the grievance at Step IV.

### Step IV:

A written request for Governing Board's review of the grievance must be submitted to the Board Secretary within 10 days of the date of the Executive Director's report or the expiration of the time limits set forth in Step III.

The Governing Board shall review the grievance and the Executive Director's report, and may hold a hearing.

The Governing Board may affirm the Executive Director's recommendations, amend the recommendations, or affirm the recommendations in part and amend in part.

The Governing Board written decision shall be issued within 21 working days of receipt of the grievant is written appeal by the Board Secretary.

If no written decision has been issued within the time limit set forth in "4" above or if the

grievant shall reject the decision of the Governing Board, the grievant shall be free to pursue such litigation or statutory remedy as the law may provide.

### **MISCELLANEOUS PROVISIONS**

The employee will be informed that the time limits set forth in this policy may be modified or extended if mutually agreed by the employee, or his/her designated representative and the School Administration. If either party wishes to change the timeline set forth in this policy, the party will request the modification(s) from the other party and both parties will be required to agree to the modification(s). The grievance officer will issue a letter of understanding to the parties outlining the modified timeline.

No person shall suffer recrimination or discrimination because of participation in this grievance procedure.

Employees shall be free to testify regarding any grievance filed hereunder.

Confidentiality will be observed pending resolution of the grievance.

A representative of his/her choice may accompany the grievant in all stages of these proceedings.

The Business Manager will maintain records of all grievances. The records will be kept in a separate and confidential file. Information regarding grievances will be classified as private.

**Note: Employees with grievances should follow procedures outlined in the [Employee Handbook](#). This policy and its form do not apply to employee grievances.**