

Policy Name	Grievance Policy
Policy Number	201.01
Electronic File Name	Grievance Policy
Date Created	2/16/2024
Revision Date	3/4/2024
First Reading	2/22/2024
Second Reading	3/21/2024
Board Adoption Date	3/21/2024
Applicable Statute	

1. Purpose

Vermilion Country School has established the following procedures for resolving any grievance or issue arising at Vermilion Country School except disciplinary actions, title IX complaints, or IEP process and/or Section 504 grievances. The goal is to resolve as many issues as possible prior to the formal grievance stage.

2. Informal Procedure

If a conflict arises between employees, between students, between employees and students, or between parents and school, the parties should make every effort to resolve their differences. If this is not an option, the School Director may be involved. The Vermilion Country School Board should only be contacted after the informal procedure has run its course. The parties should meet at least twice with School Director and should give the school at least two weeks to resolve the issue before going to the board.

If a party's grievance is with the administration, the party should deal directly with whomever he/she has the grievance.

3. Formal Procedure

Parties not satisfied with the result of informal efforts to resolve their situation or parties who wish to appeal an administrative decision must use the following procedure:

1. Present a formal written grievance in writing to School Director
 - a. Second option: Board Chair (*If School Director is involved, or a conflict of interest may be perceived*)
 - b. Third option: Executive Committee
2. School Director will deliver the formal complaint to the Executive committee
 - a. Board Chair or Executive Committee will deliver the formal complaint if applicable
3. Within ten (10) working days after receipt of the formal written complaint to the executive committee, two members of the Board and will meet concurrently with the grievant in an effort to resolve the issue.
4. In the event the complaint is not resolved, the grievant may request a hearing before the Board of Directors. The Board shall review the complaint at the next scheduled Board meeting after receipt of the request. (If applicable, the board will hold a closed session to address the specifics of the grievance.)
 - a. The Board's decision shall be final and shall be made within ten (10) working days of the hearing.

General protocol of an investigation when the grievance involves an individual or alleged misconduct:

1. Gather statement in writing of grievance, including specifics on alleged: Date & time; persons involved; actions that warrant a grievance; witnesses to any actions. Hold the allegation in confidential record and confidential communication.

2. Identify what policy or code of conduct may have allegedly been violated in the grievant allegation. If a policy or general expectation is alleged to be violated, proceed with an investigation.
 - **If** the grievance does not identify a policy or code of conduct that has been violated, proceed with a conflict resolution process that involved the grievant and the alleged school individual(s)

3. If policy or code of conduct alleged : Proceed with a fact finding investigation.
 - Gather statements of fact by interview with any specific witnesses and persons with knowledge of the alleged: date & time; actions; specifics of the allegations.
 - Identify if there are further witnesses or information available in a second tier or round of fact gathering.
 - Determine if evidence supports allegations of the grievance.
 - Proceed with appropriate disciplinary or administrative action to correct the alleged issue.

Complaints or Grievances

WRITTEN GRIEVANCE FORM

Name:

Address:

Telephone:

Date Written:

E-mail Address:

If complaint is transcribed from an oral report, name and position of transcriber:

Please list the specifics of the complaint, including how you have tried to resolve the issue:

List the specific laws, policies, or regulations you believe have been violated:

Please list the names and titles of any individuals you presented your concerns to prior to completing this form:

What resolution to your concern was presented that was not acceptable to you?

What action would you like the school to take?

Signature:

OFFICE ONLY

Date Received:

Name of Supervisor:

Date:

By Whom:

Date Delivered to Supervisor: