

**PLATTE CANYON SCHOOL DISTRICT
TEACHER GRIEVANCE PROCEDURES
For POLICY 320, ARTICLE 12**

The term “grievance” shall mean a formal complaint expressed in writing by a teacher that there has been a violation or misinterpretation of an adopted Board of Education policy. The content of an evaluation, the ratings given, and any improvement or remediation plan shall not be grievable under this grievance process.

A “grievance” shall be submitted to the teacher’s Principal in writing and shall include: date, name of the recipient administrator, policy number and article believed to be violated or misinterpreted, date(s) of the alleged infraction, a description of the issue or violation including the names of those alleged to be involved, a statement of the remedy(ies) sought, the teacher’s name and position in the District, the teacher’s signature.

No reprisals of any kind will be taken by administrators or by the Board of Education against any teacher expressing a grievance as described in paragraphs A and B in this Article.

PROCEDURES

Level 1

1. The teacher shall present the written grievance to his/her immediate Principal within ten days after the event giving rise to the alleged violation or misinterpretation of the policy.
2. Within 5 school days of receipt of the grievance, the Principal shall schedule a meeting with the teacher to discuss the grievance. The meeting shall occur within 10 workdays unless both parties agree to a later date. The teacher may be accompanied by another teacher or representative as may the Principal.
3. Within ten school days following the meeting, the Principal shall notify, in writing, the teacher of his/her findings of fact, reasoning, conclusions and statement of whether or not the remedy(ies) are to be granted or denied. If the grievance remedy is denied, the notice must specify the reason(s).

Level 2

1. A grievance denied at Level 1, may be appealed to the Superintendent. Such appeal must be filed in writing within 10 school days following the notice of denial. The appeal shall include a copy of the initial grievance and notice of denial. The Level 1 administrator shall receive a copy of the appeal.
2. Within 5 school days of receipt of the grievance, the Superintendent shall schedule a meeting with the teacher to discuss the grievance. The meeting shall occur within 10 school days unless both parties agree to a later date. The teacher may be accompanied by another teacher or representative as may the Superintendent.

Within ten school days following the meeting, the Superintendent shall notify, in writing, the teacher of his/her findings of fact, reasoning, conclusions and statement of whether or not the remedy(ies) are to be granted or denied. If the grievance remedy is denied, the notice must specify the reason(s).

Level 3

1. If the Superintendent denies the grievance, the teacher may request a hearing with the Board by submitting a written request to the Superintendent within five school days from the date of receipt of notice of denial.

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2. The Superintendent shall notify the President of the Board of the request for a hearing. At the next regularly scheduled Board meeting, the Board shall decide whether to grant the request for a hearing. If the Board decides to grant the request for a hearing, it shall notify

the Superintendent who shall schedule the hearing and notify all parties of interest of the scheduled date. The hearing shall be scheduled no later than the next regularly scheduled Board meeting. Unless the Board decides otherwise, the hearing shall be based on the information presented to the Principal and Superintendent. Each side shall have ten minutes to present their appeal.

3. The Superintendent shall provide Board members with copies of the grievance and administrative responses at least 72 hours in advance of the hearing.
4. The teacher may be accompanied by a representative at the hearing.
5. The hearing shall be held in a confidential Executive Session.
6. Following the hearing, the Board shall render a decision in writing to the teacher no later than the day after the next regularly scheduled meeting. The Board's decision shall be final.