



GRIEVANCE POLICY

Parents • Students • Employees • Members of the Public

NON-RETALIATION COMMITMENT A person filing a complaint or grievance shall be free from restraint, interference, coercion, discrimination, or reprisal related to filing the complaint or grievance.

Purpose

Mary McLeod Bethune Elementary Charter School (Bethune) acknowledges the rights of parents and students to seek redress for perceived school policies or employee conduct that conflicts with applicable state or federal law or affects student well-being. The terms and procedures below provide a mechanism for parents and students to exercise this right.

Definitions

Grievance	An alleged violation or misapplication of state or federal law, a written administrative regulation, or school policy; or a person's perception of a wrong resulting from a management decision or an employee's behavior. Applicable laws include Title IX, Section 504, and Chapter 622.
Grievant	Any student, parent, employee, or individual from the general public who files a grievance.
Days	Calendar days, excluding Saturdays, Sundays, and legal holidays.

Grievance Procedure

The following actions must be taken to resolve a grievance or complaint.

1	Initial Conference	Present the grievance or complaint to the administrator, teacher, or employee involved within five (5) working days after the grievant knew or should have known of the matter. The employee will schedule a conference within two (2) working days. If unresolved, submit the grievance in writing to the CEO/Principal.
2	CEO/Principal Review	Present the written grievance to the CEO/Principal or designee within two (2) working days after the initial conference. The CEO/Principal will schedule a conference within three (3) working days of receiving it and prepare a written disposition.
3	Board President Review	If unresolved, file the grievance with the Significant Educators Board President. The Board President will confer with the grievant within five (5) working days after receipt and prepare a written disposition.
4	External Submission	If the grievance remains unresolved after the steps above, the grievant may submit it to the Orleans Parish School Superintendent.



GRIEVANCE FORM

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Instructions: Complete this form and submit it to the CEO/Principal or the Significant Educators Board President, as applicable under the grievance procedure. Attach additional pages or supporting documents if needed.

Date Submitted: _____

Telephone Number: _____

Name of Person Submitting the Grievance

Mailing Address

Date of Alleged Incident

Name and Role of Person(s) Involved

When and Where Did the Incident Occur?

Names of Any Witnesses or Observers

Describe the Incident in Detail

Requested Resolution or Corrective Action

Certification: I certify that this grievance is filed in good faith and that the information provided is true, correct, and complete to the best of my knowledge. I am requesting appropriate review and corrective action.

Signature of Person Filing the Grievance: _____

Date: _____