

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



GRIEVANCE

A grievance procedure is the means of inviting communication of matters of concern to the school, its employees (except for certified employees who, have another grievance process), and students - short of having to engage in disruptive behavior in order to be noticed and to have a grievance redressed. In no way is the grievance procedure meant to lessen the legal authority of school officials in dealing with disruptive pupils. A grievance is defined as a complaint lodged by an employee or student with a member of the staff or administration alleging one or more of the following unfair practices:

- A. Unfairness of a school rule.
- B. That a school rule discriminates against/between employees or students.
- C. That an unfair procedure has been followed in arriving at a punishment.

Grievances are addressed in the following order:

- A. The business manager.
- B. The building principal.
- C. The superintendent of schools.

On all three (3) levels an informal conference will be scheduled within five (5) school days of the date of the filing of the complaint - in order that no complaint shall consume more than fifteen (15) school days time. The burden of proof is on the grievant. S/he must be able to show that the rule is unfair; is discriminatory; or, that an unfair procedure (lack of due process) has occurred.

Administrative resolution of the grievance is to be placed in writing at the superintendent's level and designed to provide the grievant with a basis of resolution of the problem - as originally stated within the complaint. Whenever the decision of a hearing officer substantially affects board policy, the matter will be referred to the Winner Board of Education for review.

A grievance shall be presented in writing to:

LEVEL 1: The business manager who will then schedule an informal conference with the grievant. It is expected that many grievances may be resolved at this level. This informal conference must be held within five (5) school days of the date of the filing.

LEVEL 2: If a grievant is NOT satisfied with the resolution made at LEVEL 1, the grievant may appeal in writing to the building principal for an informal conference and discussion of the said grievance.

LEVEL 3: If a grievant is NOT satisfied with the resolution made at LEVEL 2, the grievant may appeal to the superintendent for an informal conference and discussion of said grievance. The grievant may be represented at this conference by any adult, but the grievant must be present to elaborate on the grievance. Failure to appear at the appointed time and place, effectively terminates the grievance at this level. The decision at this level is considered final unless said decision substantially affects board policy. In this case the Board of Education may be asked to provide final resolution of this conflict.