

Steps in the Grievance Policy

To file a formal complaint please complete this form in its entirety and submit it the Chief School Leader.

What was the date of the decision or circumstances causing your complaint?

Please explain how you have been impacted by this decision or circumstance.

Level One: Direct Resolution

Have you discussed this concern or problem with the person with whom you have the grievance (teacher, teacher's assistant, etc.) ☐ Yes ☐ No

Date of discussion:

What was the outcome of this meeting?

Level Two: Administrative Resolution

Have you discussed this concern or problem with an Administrative, or Chief School Leader, or Lower School Leader? One or both of the mentioned? ☐ Yes ☐ No

Date of discussion:

What was the outcome of this meeting?

Level Three: Formal Resolution

Formal resolution would consist of the submission of a written complaint or grievance to the Chief School Leader, which will be given to the Grievance Committee of the school board within 3 business days.

To initiate the formal process the complainant must submit a written complaint using The College Preparatory and Leadership Academy Form.

Formal Complaint Form

1. Person or reason for the complaint:

2. Date(s) of the act(s), which is the basis for the complaint:

3. Description of the action(s), which is the basis for the complaint:

4. Names of other individuals who might be involved or have information about this complaint

5. Date of meeting held and with whom and the results of the meetings:

The written complaint may be submitted to the Chief School Leader. The Chief School Leader will acknowledge and record the complaint and give copies to all persons involved, including the Grievance Committee, within 3 business days. The Chief School Leader will inform the parties involved that the complainant has been submitted to the Grievance Committee.

The complainant must sign and date.

Signature

Date