

**BABCOCK NEIGHBORHOOD SCHOOL
GRIEVANCE POLICY AND PROCEDURE
EFFECTIVE MARCH 10, 2020**

It is the policy of Babcock Neighborhood School, Inc. (“BNS”) that all employees, students, parents, and visitors have the right to voice their complaints, grievances, or concerns about matters pertaining to its schools. The following procedures should be utilized by all persons who have a grievance against any director, officer, or employee at BNS.

1. Who May Grieve

The procedures set forth below may be used by grievants who are employees, students, parents, or visitors of BNS.

2. Board Level Grievances

In most instances, the Governing Board of BNS is not the proper party to hear grievances. Any grievances including, but not limited to, those relating to specific personnel, grades, discipline decisions, harassment, discrimination, inappropriate conduct, or employment decisions should be made to the Principal in accordance with this Policy, unless otherwise authorized under Section 6. Notwithstanding the foregoing, the only types of grievances that may be filed directly with the Governing Board are those related to policies enacted by the Governing Board, budgets approved by the Governing Board, decisions made directly by the Governing Board, or actions taken directly by the Governing Board. Nothing herein will prevent any individual from raising an issue during the public comment portion of a publicly noticed meeting of the Governing Board.

3. Informal Grievance

Most difficulties can be resolved simply by communicating a concern. When feasible, a grievant is encouraged to first address the grievance with the other individual(s) involved. If the situation is still not resolved, grievants are encouraged to discuss their concern or harassment complaint promptly and candidly with the offender’s immediate supervisor or the school administration.

A grievant who has been subjected to harassment, discrimination, or similar misconduct is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

4. Formal Grievance

Within ninety (90) days of encountering the harassment, discrimination, or other offending conduct that is the subject of the grievance, a grievant shall file a written notice with the school Principal. Grievants may use the Grievance Form, available online from the school website, or from the Principal. The written notice shall identify the nature of the complaint, the person(s) involved in the matter, the date(s) of the occurrence, the location of the occurrence, and any other relevant information. In addition, the notice must be signed and dated by the person filing the grievance. The Principal can be reached at the contact information provided below.

The Principal will immediately initiate an adequate, reliable, impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each

situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documentation, and allowing parties to present evidence, as applicable.

Within thirty (30) business days of receiving the written notice, the Principal shall respond in writing to the grievant (the “Response”). The Response shall summarize the course of the investigation, determine the validity of the grievance, and recommend the appropriate resolution.

If, as a result of the investigation, it is determined that the grievance was meritorious, appropriate corrective and remedial action will be taken against the offender. If the offender is a student, the student will be disciplined in accordance with BNS’s Code of Student Conduct.

5. Appeals

If the grievant is not satisfied with the Response, the grievant may appeal the result in writing to the BNS Governing Board. All such written appeals should be sent to the Board Liaison and include all written materials and documents considered by the Principal. The Governing Board can choose whether to hear an appeal in its discretion. If the Governing Board chooses to hear an appeal, it may affirm, reverse, or modify the decision of the Principal. The decision of the Governing Board on all such matters is final.

6. Complaints Against the Principal

If the grievance is against the Principal, then the grievant must follow the procedures stated herein, except that the grievance may be filed instead with any member of the Governing Board. The Governing Board, or a designee of the Governing Board, will conduct the investigation and recommend appropriate resolution. The decision of the Governing Board on all such matters is final.

7. Prohibition Against Retaliation

BNS pledges that it will not retaliate against any person who files a complaint in accordance with this Policy, or any person who participates in proceedings related to this policy.

In addition, BN Swill not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or a concern, or who cooperates in an investigation of harassment, discrimination, or any other grievance. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

8. Contact Information

Principal: Shannon Treece
43301 Cypress Parkway
Babcock Ranch, FL 33982
Ph. (239) 567-3043

In Summary (for complaints involving teachers):

1. Seek to resolve the problem with the teacher, if applicable.

2. If the problem is not resolved, meet with the school principal. You may email directly to address the issue or to set up an appointment. Please send an email to: Shannon Treece, streeece@babcockneighborhoodschool.org
3. If you wish to appeal a decision of the Principal, you may contact our Board Liaison, Jennifer Languell, jlanguell@babcockneighborhoodschool.org

BABCOCK NEIGHBORHOOD SCHOOL GRIEVANCE FORM

If you want to report an incident or complaint, or you believe that you have been discriminated against, harassed, or retaliated against in violation of BNS's policies, you must completely fill out the appropriate sections of this form and submit it according to the instructions on the last page, within ninety (90) calendar days of learning of the grievous incident.

Copies of the Non-Discrimination and Anti-Harassment Policy and the Grievance Policy and Procedure may be obtained from any Principal. Copies of these policies are also available on the school website. Review the Grievance Policy and Procedure for more details and ensure that you are familiar with it. This form and BNS policies are subject to revision. Keep a copy of this form for your records. No one may be retaliated against for filing a grievance or for supporting a discrimination or harassment allegation.

I. WHO IS FILING THIS GRIEVANCE?

(A) Full Name: _____

(B) Address: _____

(C) Phone Number: _____ (home) _____
(alternate number)

(D) Are you the parent or legal guardian of a student alleging a complaint or grievance?

YES or NO (circle one)

If you answered "yes" to the above question, complete sections (1)-(3) below:

(1) Student Name: _____

(2) Address: _____

(3) Phone number: _____ (home) _____
(alternate number)

II. THIS GRIEVANCE ALLEGES:

Please check as many boxes as apply to this Grievance.

(A) Discrimination or Harassment Based on: Race Color Religion Creed Sex (including gender, pregnancy, sexual orientation) National Origin Age Disability Veteran Status

(B) Retaliation Related to Discrimination or Harassment Complaint Based on: Race Color Religion Creed Sex (including gender, pregnancy, sexual orientation) National Origin Age Disability Veteran Status

(C) Manner of Alleged Discrimination, Harassment and/or Retaliation: Physical Verbal Visual Unwelcomed Romantic or Sexual Attention Discriminatory Assignments Discriminatory Discipline Other: _____

(D) Other Concern or Complaint:

III. PROVIDE DETAILS OF THE GRIEVANCE

(A) Date(s) of Prohibited Conduct:

(B) Location(s) of Incident:

(C) Identify the accused, witnesses, and those to contact during an investigation. For each individual listed below, include, to the extent of your knowledge, the information requested below.

1. Who Committed the Prohibited Conduct?

Full Name: _____

Job Title: _____

Supervisor: _____

Address: _____

Phone Number: _____

Fax Number: _____

Other Contact Information: _____

2. Who Witnessed the Prohibited Conduct (if anyone)?

Full Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Other Contact Information: _____

Full Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

