

JMCA Grievance Process

A. JMCA believes that parent, student, and staff concerns, complaints, or grievances should be addressed in a timely manner. To that end and because Widefield School District 3 is not responsible for our concerns, grievances, or complaints, the Board has adopted the following process to address concerns, complaints or grievances about staff members or about other parents and/or students. Retaliation or retribution is prohibited for grievances made in good faith.

B. JMCA and its administration welcome constructive criticism whenever it is motivated by a sincere desire to improve the quality of the educational program or management of our school. JMCA requires that all parties must communicate in a respectful and non-accusatory manner, honoring the school rules; keep the issues from becoming personal attacks and stay to the point of the concern.

- 1) Individuals should first attempt to resolve issues directly with the party or parties involved.
- 2) Should that attempt fail to produce a satisfactory resolution or complete answer to the issue, written contact with the administration shall be the next step, which shall include details regarding the concerns and difficulties and include the attempts that have been made to settle the problem with the staff member. The administrator shall acknowledge receipt of the communication in writing within two (2) school days. A formal response in writing to the grievant's written communication shall be sent within seven (7) school days. The administrator, at his or her discretion, may set up a meeting with the grievant and may invite other involved parties to be present.
- 3) Should the issue continue to receive unsatisfactory resolution or incomplete answers after following the process described above, the grievant may contact JMCA's Board President in writing, not to exceed two pages, detailing the issue to be resolved, prior attempts at resolutions, responses to those contacts, and the desired resolution.
- 4) The Board President will determine whether the matter is a policy issue that is in the purview of the Board or if the complaint warrants Board review of administrative action. The Board President shall acknowledge receipt of the communication in writing within five (5) school days. A formal response in writing to the grievant's written communication will be sent within ten (10) school days. If it is determined to meet the qualification for Board review, the President will determine the accessibility of all interested parties to be present at the next regularly scheduled Board meeting and add it to the agenda. The Board will request the administrator(s) to provide a written summary of the issue and will gather the information necessary to review the matter. The Board reserves the right to conduct all or a portion of the meeting relating to the issues raised by the grievant in executive session should they meet the requirements for the same, unless the parties specifically waive in writing any rights for confidentiality. Parents and/or staff members may be present during portions of the executive session, at the determination of the Board.
- 5) The Board will attempt to resolve the issue in a timely manner. However, if an issue requires additional research and deliberation, the Board will, to the best of its ability, give a timeline for resolution. The majority decision of the Board shall be final.
- 6) No grievance shall be recognized by JMCA unless it is presented in writing at the appropriate level within 30 calendar days after the aggrieved person knew, or should have known, of the act or condition on which the grievance is based, and if not so presented, the grievance will be considered waived.