

Grievance Policy

The Board of Trustees (the “Board”) of Learning Community Charter School (“LCCS”) values open communication between parents/guardians, faculty, staff, administration and board. The Board also believes that individuals can generally resolve their own disputes through open, respectful communication. Disagreements should be solved whenever possible among the people most closely involved while preserving positive relationships.

If a situation arises that cannot be resolved between the parties involved, then this policy will be used. Complaints will be addressed in a timely fashion. Therefore, the individual with the complaint (the “Aggrieved Party”) should observe the following guidelines:

1. If the complaint involves a situation in the classroom, the Aggrieved Party should seek to resolve the issue with the classroom teacher or teacher assistant as is appropriate.
2. If a resolution with the classroom faculty or staff is not possible, or if the complaint is with a school-wide policy or procedure, the Aggrieved Party should seek to resolve the issue with the Head of School.
3. If the Aggrieved Party is a union employee, and the complaint implicates a contractual right in the applicable collective bargaining agreement (“CBA”), the employee should look to the CBA for the appropriate grievance procedures and remedies.
4. If resolution is not possible with any of the parties or methods above, the Aggrieved Party should address a complaint to the Board as follows:
 - a. Complaints should be made in writing. This allows all parties involved to work from a consistent body of information.
 - b. The Board, in general, will not address a complaint based on hearsay or made on behalf of another parent/guardian, faculty or staff member.
 - c. The Board, in general, will not address a complaint if resolution with the appropriate individuals in Items #1 and #2 has not yet been attempted in good faith.
 - d. The Board reserves the right not to address a complaint that is made anonymously.

- e. The Board, in general, will not address specific complaints about the performance of individual school employees in a public meeting. If such a complaint is brought at a public meeting, the Board will take the complaint under advisement and will provide an appropriate response at a later time.
 - f. The Board reserves the right to notify individual school employees about complaints brought against them. Parents or guardians may request that they are not personally identified as the party bringing the complaint.
 - g. The Board will assign the complaint to the personnel or grievance committee for review, and respond via a written letter. This will occur within thirty (30) days of receiving said grievance.
5. If the problem remains unresolved, then during the next board meeting, where the problem is reported, the Aggrieved Party will have the opportunity for comment and presentation of evidence in closed session. The Board may render a decision, or if further investigation is necessary, the board will allocate reasonable time and resources to resolve the matter and send a written response within a reasonable time period not to exceed sixty (60) days.
6. This Grievance Policy is not designed to supersede or supplant grievance procedures set forth in applicable union agreements and/or state and federal law, including but not limited to, parent or guardian rights under The Individuals with Disabilities Education Improvement Act of 2004 and the Family Educational Rights and Privacy Act (FERPA) as amended, 1996.

This policy does not confer upon employees of LCCS any additional rights. Accordingly, the existence of this policy does not preclude LCCS from terminating any employee for any lawful reason even if the employee is pursuing a resolution of a grievance under this policy. The Board wishes to emphasize that, where applicable, this policy is not intended to modify the at-will relationships between the school and its employees.