

RESOLUTION OF STUDENT, PARENT, CITIZEN, AND EMPLOYEE COMPLAINTS/ GRIEVANCES

Decisions and actions made by school employees may be appealed through several administrative processes. Those decisions involving student discipline are processed in accordance with due process requirements as per Washington State law. District decisions involving employees are generally subject to grievance procedures described in collective bargaining agreements. Allegations of illegal employee misconduct are investigated in partnership with law enforcement and other government agencies. All other concerns, complaints, and grievances initiated by both citizens and employees are reviewed as a quasi-judicial process with the Sequim School District Board of Directors serving as the final board of appeal.

The grievance process is intended to be completed as efficiently as possible yet also provide an equitable and quality process. The person originating the concern is defined as the "complainant." "Days" are defined as days the schools are open for business during the student school year and days the District office is open during the non-student summer months.

Hearings at both the Superintendent and Board level are closed to the public. If a grievance is submitted by a group larger than two, all involved persons must sign the grievance and the Superintendent and Board may choose to limit the hearing to two complainants at a time. The hearing process may include witnesses requested by either the complainant or supervisor. If the grievant desires to have legal representation at a meeting or hearing, the District requires five (5) days notice prior to the date of the hearing.

Step One

The complainant(s) shall present the complaint in writing to the person responsible for the decision or his/her immediate supervisor within 10 (ten) days of the action or incident. The written statement of the complaint(s) shall contain:

- A. The facts upon which the complaint is based as the grievant who is filing the complaint sees them,
- B. A reference to the policies, procedures, or practices of the district that have allegedly been violated, and
- C. The remedies sought.

The supervisor shall schedule a meeting with the complainant(s) to discuss this complaint with the responsible person and his/her immediate supervisor within ten (10) days of receiving the complaint. A sincere effort shall be made to resolve the complaint at this level. If the aggrieved person does not appeal the complaint to the Superintendent within ten (10) days of the aggrieved person's meeting with his/her immediate supervisor, the opportunity to continue the appeal shall be forfeited.

Step Two

The Superintendent shall, within ten (10) days of the receipt of the appeal, meet with that complainant(s) to hear his/her claim. If the complaint is against an employee, such individual and their immediate supervisor shall be present at the hearing to present the facts as he/she sees them.

The Superintendent shall render a decision regarding the appeal within ten (10) days of the appeal hearing. If the complainant(s) does not appeal the Superintendent's decision to the Board through the Superintendent within ten (10) days, the opportunity to continue the appeal shall be forfeited.

Step Three

If the complainant(s) appeals his/her complaint to the Board as provided, the Board shall hold a hearing within ten (10) days of receiving the complaint to hear the appeal of the Superintendent's decision. The involved employee, their immediate supervisor, and the Superintendent shall be present at the hearing to present the facts as they see them. The Board shall, within ten (10) days of the complaint hearing, present its decision with respect to the complaint. The Board's decision as representatives of the electorate of the district shall be considered final.