



Administrative Regulation

#14.1

Equal Educational Opportunity/Equal Employment Opportunity

Staff Complaints and Grievances

Any Employee of the Maynard Public Schools shall have the right to appeal the application of policies and administrative decisions affecting him/her. In presenting such grievance or appeal with respect to a personal grievance, the employee shall be assured freedom from restraint, interference, coercion, discrimination or reprisal.

All grievances shall be handled promptly and expeditiously.

All grievances shall be handled according to the following procedures:

Steps in Grievance Procedure

1. First Level: Any complainant who has a grievance shall discuss it first with his/her principal or other supervisor.
2. Second Level: If, as a result of the informal discussion, the matter is not resolved, the grievant shall initiate a grievance in writing to his/her principal within five school days, giving the full details of the grievance and the remedy requested. The principal or other immediate supervisor shall communicate a decision to the grievant in writing as soon as possible after receipt of the written grievance. If it is necessary to conduct an investigation, the decision will be communicated to the grievant within five school days of the completion of the investigation.
3. Third Level: If the grievance is not resolved, the grievant may, no later than five school days after receipt of the above decision, appeal it to the Superintendent of Schools. The appeal shall be made in writing and must state reasons as to why the decision at the previous level was unsatisfactory. The Superintendent shall give his/her decision in writing to the grievant within ten school days.
4. Fourth Level: If the grievance is not resolved, the grievant may, no later than five days after receipt of the Superintendent's decision, request a review by the School Committee.

The request shall be made in writing through the Superintendent, who shall attach all papers relating to the grievance. The Committee, or a committee thereof, shall review the grievance and shall, at the option of the Committee, hold a hearing with the grievant and render a decision in writing within 45 days of receipt of the appeal. If the board decides not to hold a hearing, the grievant shall be notified no later than 30 days after receipt of the appeal.

Representation

An Employee shall have the right to present his/her own grievance or may designate a representative to appear with him/her at any level of the above procedure. The Employee who chooses to have representation shall provide advance notice of such, in writing, to the superior at the respective procedural level at least two days prior to the hearing on the grievance. If the representation is to be an MTA/AFSCME union representation or attorney, the School Committee/administration need adequate notice in order to have the school attorney present as well.

Student Complaints and Grievances

Any student in the Maynard Public Schools shall have the right to appeal the application of policies and administrative decisions affecting him/her. In presenting such grievance or appeal, the student shall be assured freedom from restraint, interference, coercion, discrimination or reprisal.

- All grievances shall be handled promptly and expeditiously.
- All grievances shall be handled according to the following procedures:

Steps in Grievance Procedure

1. First Level: Any complainant who has a grievance shall discuss it first with his/her homeroom teacher or class advisor or guidance counselor.
2. Second Level: If, as a result of the informal discussion, the matter is not resolved, the grievant shall initiate a grievance - in writing - to his/her principal within five school days, giving the full details of the grievance and the remedy requested. The principal or his/her designee shall communicate a decision to the grievant - in writing - within five school days of the receipt of the written grievance.
3. Third Level: If the grievance is not resolved, the grievant may, no later than five school days after receipt of the above decision, appeal it to the Superintendent of Schools. The appeal shall be made in writing and must state reasons as to why the decision at the previous level was unsatisfactory. The Superintendent shall give his/her decision in writing to the grievant within ten school days.
4. Fourth Level: If the grievance is not resolved, the grievant may no later than five days after receipt of the Superintendent's decision, request a review by the School Committee. The request shall be made in writing through the Superintendent, who shall attach all papers relating to the grievance. The Committee, or a committee thereof, shall review the

grievance and may, at the option of the Committee, hold a hearing with the grievant and render a decision in writing within 45 days of receipt of the appeal. If the Committee decides not to hold a hearing, the grievant shall be notified not later than 30 days after receipt of the appeal.

Representation

A student shall have the right to present his/her own grievance or may designate a representative to appear with him/her at any level of the above procedure. The student who chooses to have representation shall provide advance notice of such in writing to the authority at the respective procedural level at least two days prior to the hearing on the grievance. If the representation is to be an attorney, the School Committee/administration need adequate notice in order to have the school attorney present as well

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