

- Step 1** The grievance committee shall expeditiously review all grievance claims and make timely recommendations to the executive committee for the submission, advance and settlement of grievances.
- Step 2** Within five school days from the recommendation of the grievance committee, an affected individual may make a written request for reconsideration. Such request must be delivered to a member of the grievance committee.
- Step 3** The affected individual shall be allowed to appear before the grievance committee and present reasons and evidence in support of his or her position.
- Step 4** The grievance committee will expeditiously review the matter and reach a decision. Within five days of reaching such a decision, it will inform the affected individual.
- Step 5** Within five days of receipt of the decision by the grievance committee, the affected individual may file a written request for a determination before the executive committee. Such written request will be delivered to a member of the executive committee. The affected individual shall be allowed to appear before the executive committee to present reasons and evidence.
- Step 6** The executive committee shall, by majority vote of those present and voting, decide whether to accept the grievance committee's recommendation. Such decision shall be reported to the affected individual in writing, citing the rationale for the decision.
- Step 7** If the affected individual believes someone on the grievance committee or executive committee has a real or apparent conflict of interest, the affected individual must notify the committee of the supposed conflict. It is the committee's determination whether there is a conflict and whether the person with the conflict should recuse themselves.
- Step 8** All time limits within the grievance procedure will be honored during the appeal process.

Adopted February 12, 2003