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Revised: \_\_\_\_\_  
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District 77 Policy 442

## **442 PROBLEM RESOLUTION PROCEDURE**

### **I. PURPOSE**

The purpose of this policy is to establish a procedure to provide an orderly method of resolving problems that may result over any alleged violation, misinterpretation or inequitable application of any existing policy, rule, or regulation duly promulgated by the School Board and/or the administration which results in injury to the teacher.

### **II. GENERAL STATEMENT OF POLICY**

The purpose of this procedure is to secure as soon as possible equitable solutions to the problems which may, from time to time, arise affecting the welfare or conditions of professional service of teachers. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Step 1. An effort shall first be made informally to adjust the problem between the teacher and the teacher's principal or supervisor.

Step 2. If the problem is not settled in Step 1, the teacher may submit his/her claim in writing to the building administrator, with a duplicate copy being sent to the Superintendent. The building administrator shall render his/her decision in writing with a copy to the Superintendent.

Step 3. If the problem is not settled in Step 2, the teacher may meet with the Superintendent or his/her duly designated deputy in an effort to resolve the problem.

Step 4. If the problem is not resolved in Step 3, the teacher may submit his/her claim to the School Board for its consideration. A hearing will be provided, if deemed necessary. The Board shall then make the final decision relative to the problem.

**Cross References:** Article XXIII Teachers' Master Agreement