Grievances

Procedures, Forms, and Methods of Filing

Procedures for Resolving Grievances

Grievances follow a tiered structure of review, which includes the following:

1. An initial review by the campus principal or appropriate central office administrator resulting from the filing of a Level One Grievance Form.
    a. Please note that if the grievance arises from a non-campus matter, the initial review must be conducted by a central office administrator.
2. The Board, by policy, may create an optional appeal to another central office administrator to hear the lower level grievance appeal.
3. If the grievant is not satisfied, the grievant may file an appeal to the Superintendent or Superintendent's designee.
4. A grievant may be heard by the Board of Trustees by filing an appeal to the Board of Trustees.

Please note:

All grievances filed by employees are processed in accordance with DGBA (Legal) and (Local) policy.
All grievances filed by students and parents are processed in accordance with FNG (Legal) and (Local) policy.
All grievances filed by members of the public are processed in accordance with GF (Legal) and (Local) policy.

Standard Forms

Employee Grievance Forms:

1. Level One Grievance Form (Notice of Grievance)
2. Optional Appeal Form (Notice of Appeal to Administrator)
3. Level Two Grievance Form (Notice of Appeal to Superintendent)
4. Level Three Grievance Form (Notice of Appeal to Board)

Student/Parent Grievance Forms:

1. Level One Grievance Form (Notice of Grievance)
2. Optional Appeal Form (Notice of Appeal to Administrator)
3. Level Two Grievance Form (Notice of Appeal to Superintendent)
4. Level Three Grievance Form (Notice of Appeal to Board)

Public Grievance Forms:

1. Level One Grievance Form (Notice of Grievance)
2. Optional Appeal Form (Notice of Appeal to Administrator)
3. Level Two Grievance Form (Notice of Appeal to Superintendent)
4. Level Three Grievance Form (Notice of Appeal to Board)

Please note:

A grievant has 60 days from the date of the incident, 90 days from the date of the incident if an informal resolution is attempted, or 30 days from receiving filing instructions to file a grievance. Appeals must be filed within 20 days of receiving a written decision.

Methods of Filing a Grievance Electronically

Clint I.S.D. is required to ensure that grievance may be submitted electronically. To file a grievance electronically, email it to Rene.Chavez@clint.net.