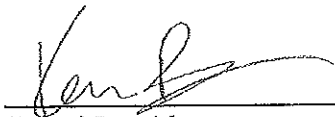


TISA Grievance Policy

It is the intent of the Governance Council that students and their parents be informed of the regulations regarding disciplinary and appeal procedures affecting students within the school. Faculty, parents and students shall attempt resolution of problems affecting students and the educational process by informal means. If any student or parent believes that the conditions of the school or decisions made by its staff are not fair or reasonable, a conference shall be afforded with the principal or designee to discuss the matter. If the student or parent is not satisfied, the student or parent shall be afforded the opportunity to confer with the Governance Council.

Revised: February 16, 2011

Approved:  2-16-11
Board President



TAOS INTEGRATED SCHOOL OF THE ARTS

Student/Parent Complaint Process

The Board encourages informal resolution of all complaints, where possible. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. However, where the informal process has not resulted in satisfactory resolution of a complaint or concern, this policy permits individuals to formally address their grievances, without fear of retaliation.

Read this First: Steps for Reporting Complaints

If you have a concern or complaint, we welcome your constructive criticism with the expectation that any complaint will be resolved at the point of origin. If that does not happen, the following are the next steps:

Please provide written documentation describing dissatisfaction, when proceeding to the next step.

Step 1: Teacher/Employee

Completely fill out the Formal Dispute Resolution Statement.

Step 2: Director/Superintendent

If you are not satisfied with the disposition of the complaint at Step 1, notify in writing your response to the Director/Superintendent, requesting their assistance in resolving the issue.

Step 3: All Involved Parties

If not satisfied with the disposition of the complaint at Step 2, submit your complaint in writing to request that the principal/supervisor designate an alternate person to assist in resolving the issue through the Governing Council.

Step 4: Board of Education

If not satisfied with the disposition of the complaint at Step 3, appeal your complaint in writing to the Board of Education.

For more information, please contact the Office of Parent Engagement 505-467-2947.

PARENT/COMMUNITY MEMBER
FORMAL STATEMENT OF GRIEVANCE

Claimant's Name _____ Date: _____

Phone #'s _____ E-mail Address _____

After thoughtful consideration and prior efforts at resolution, I hereby seek resolution of the following grievance by the TISA Governing Council:

DIRECTIONS: If necessary, attach additional pages. When describing your grievance, include the time and location of the incident(s) and name of witnesses or others involved, and attach documentation to support your statement. **Be sure to keep one copy of your statement and other documents submitted and bring them with you to all meetings concerning this complaint.** If you need assistance completing this form, contact [name of person].

Date of incident giving rise to your grievance: _____

Describe incident: _____

Describe policy, procedure, rule, or other matter at issue and/or (attach relevant documents):

Date(s) prior resolutions attempted: _____

Who participated in the prior resolution attempt(s): _____

What resolution was proposed during the prior resolution attempt(s):

Resolution sought from the Governing Council: _____

I, _____, represent that to the best of my knowledge, the foregoing grievance is based on true and correct information.

Signature of Complainant

Date

Name of person to whom you submitted this Grievance: _____

Method of delivering Grievance: _____