BABCOCK NEIGHBORHOOD SCHOOL, INC.  
GRIEVANCE POLICY AND PROCEDURE  
ADOPTED AND EFFECTIVE MARCH 10, 2020  
Amended July 18, 2023

Purpose and Explanation:  
It is the policy of Babcock Neighborhood School, Inc. (“BNS”) that all employees, students, parents, and visitors to BNS have the right to voice their concerns about matters pertaining to BNS. The following procedures should be utilized by all persons who have a grievance against any director, officer, student, or employee at BNS.

Who May Initiate a Grievance:  
The procedures set forth below may be used by employees, students, parents, or visitors of BNS.

Definitions:

Director: A person directly responsible for a specific department or activity at BNS.

Employee: A person hired to perform services for BNS; this does not include independent contractors hired to perform services for BNS.

Parent: The legal guardian of a student enrolled in BNS.

Student: A student officially enrolled in the BNS student information system (FOCUS).

Visitor: An individual who is not a student, parent, employee, principal, director, or Governing Board member who visits the school, including the school grounds, for formal or informal reasons.

Principal: The supervisor of all building teachers, maintenance, front desk clerks, substitute teachers, and other staff, except for staff that report directly to the Executive Director or Governing Board.

Executive Director: The supervisor of school buildings, grounds, Principals, Director of Curriculum & Instruction, Director of Technology, Manager of Food Services, Data Tech, Bookkeeper/Human Resources, and overall operational authority over all school programs.

Governing Board: The policy making body for all aspects of BNS.

Board Level Grievances:

Except as set out below, the Governing Board of BNS (“Board”) is not the proper party to hear grievances, including review of any grievance determination by the Executive Director. The Board is a policy making body and does not make operational decisions. Any grievances including, but not limited to, those relating to specific personnel, grades, discipline decisions, harassment, discrimination, inappropriate conduct, or employment decisions should be made to
the appropriate Principal in accordance with this Policy, unless otherwise specifically authorized herein. The only grievances that may be filed directly with the Board are those related to policies, budgets, decisions, or other actions approved specifically or taken directly by the Board. Nothing herein will prevent any individual from raising an issue during the public comment portion of a publicly noticed meeting of the Board.

Informal Grievance:

Most difficulties can be resolved simply by communicating a concern. When feasible, grievants are encouraged to first address the grievance with the other individual(s) involved. If the situation is still not resolved, grievants are encouraged to discuss their concern or harassment complaint promptly and candidly with the offender’s immediate supervisor.

A grievant who has been subjected to harassment, discrimination, or similar misconduct is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

Formal Grievance Against a School Employee:

Within ninety (90) days of encountering harassment, discrimination, or other offending conduct that is the subject of the grievance, a grievant, or the grievant’s parent if the grievant is a student under 18, shall file a written notice with the appropriate Principal and copy the Executive Director. Grievants may use the Grievance Form, available online from the school website, or obtain one from the Executive Director. The written notice shall identify the nature of the complaint, the person(s) involved in the matter, including any witnesses, the date(s) of the occurrence, the location of the occurrence, and any other relevant information. In addition, the notice must be signed and dated by the person filing the grievance. The grievance shall be sent to the appropriate Principal and a copy to the Executive Director at the contact information provided below.

The Principal shall immediately provide written notification to the employee who is the subject of the grievance. The affected Principal must immediately initiate an adequate, reliable, impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documentation, and allowing parties to present evidence, as applicable.

Within ten (10) business days of receiving the written notice, the employee who is the subject of the grievance may respond in writing to the grievance (the “Response”). The Response, if submitted, shall specifically address all factual allegations of the grievance.

Within forty (40) days of receiving the grievance, the Principal shall summarize the investigation, determine the validity of the grievance, and determine the appropriate resolution. If, as a result of the investigation, it is determined that the grievance was meritorious, appropriate corrective and remedial action will be taken against the offender. Any action taken shall be
memorialized in writing, provided in writing to the employee, and a copy sent to the Executive Director.

**Formal Grievance Against a Student:**

Within ninety (90) days of encountering the harassment, discrimination, or other offending conduct that is the subject of the grievance, the grievant, or the grievant’s parent if the grievant is a student under 18, shall file a written notice with the appropriate Principal and copy the Executive Director. Grievants may use the Grievance Form, available online from the school website, or obtain one from the Executive Director. The written notice shall identify the nature of the complaint, the person(s) involved in the matter, including any witnesses, the date(s) of the occurrence, the location of the occurrence, and any other relevant information. In addition, the notice must be signed and dated by the person filing the grievance. The grievance shall be sent to the appropriate Principal and a copy to the Executive Director, both of whom can be reached at the contact information provided below.

The Principal shall immediately provide written notification to the parent of the student who is the subject of the grievance. The affected Principal must immediately initiate an adequate, reliable, impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documentation, and allowing parties to present evidence, as applicable.

Within ten (10) business days of receiving the written notice, the student or the student’s parent, who is the subject of the grievance may respond in writing to the grievance (the “Response”). The Response, if submitted, shall specifically address all factual allegations of the grievance.

Within thirty (40) days of receiving the grievance, the Principal shall summarize the course of the investigation, determine the validity of the grievance, and determine the appropriate resolution. If, as a result of the investigation, it is determined that the grievance was meritorious, the student will be disciplined in accordance with BNS’s Code of Student Conduct. Any action taken shall be memorialized in writing, provided in writing to the student and the student and the student’s parent, and a copy sent to the Executive Director.

**Complaints Against a Principal:**

If the grievance is against a Principal, then the grievant must follow the grievance procedures stated herein, except that the grievance may be filed instead with the Executive Director. The decision of a Principal with regard to a grievance filed against an employee or student shall not constitute a basis for a grievance against the Principal. The Executive Director, or a designee of Executive Director, will conduct the investigation and recommend appropriate resolution. The decision of the Executive Director on all such matters is final.

**Appeals of Decisions by a Principal:**

If the employee or student is not satisfied with the outcome, the grievant may appeal the result in writing to the Executive Director. A copy of all such written appeals should be sent to the
Executive Director and include all written materials and documents considered by the Principal. The Executive Director may in the Executive Director's sole discretion choose whether to hear an appeal. If the Executive Director chooses to hear an appeal, the Executive Director may affirm, reverse, or modify the decision of the Principal. The decision of the Executive Director on all such matters is final.

**Complaints Against the Executive Director:**

If the grievance is against the Executive Director, then the grievant must follow the grievance procedures stated herein, except that the grievance may be filed instead with the Governing Board Chair. The decision of the Executive Director with regard to a grievance filed against an employee or student shall not constitute a basis for a grievance against the Executive Director. The Governing Board Chair, or a designee of the Governing Board, will conduct the investigation and recommend appropriate resolution. The decision of the Governing Board on all such matters is final.

**Prohibition Against Retaliation:**

BNS pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, BNS will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or a concern, or who cooperates in an investigation of harassment, discrimination, or any other grievance. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

**1. Contact Information**

Executive Director: Shannon Treece  
43261 Cypress Parkway  
Babcock Ranch, FL 33982  
Ph. (239) 567-3043  
streece@babcockneighborhoodschool.org

Principal: Christopher Fennell  
43301 Cypress Parkway  
Babcock Ranch, FL 33982  
Ph. (239) 567-3043  
cfennell@babcockneighborhoodschool.org

Principal: Amanda Sanford  
43261 Cypress Parkway  
Babcock Ranch, FL 33982  
Ph. (239) 567-3043  
asanford@babcockneighborhoodschool.org
In Summary (for complaints involving teachers):

1. Seek to resolve the problem with the teacher or admin, if applicable.
2. If the problem is not resolved, meet with the school Principal. You may email directly to address the issue or to set up an appointment.
BABCOCK NEIGHBORHOOD SCHOOL, INC.
GRIEVANCE FORM

If you want to report an incident or complaint, or you believe that you have been discriminated against, harassed, or retaliated against in violation of BNS’s policies, you must completely fill out the appropriate sections of this form and submit it according to the instructions on the last page, within ninety (90) calendar days of learning of the grievous incident.

Copies of the Non-Discrimination and Anti-Harassment Policy and the Grievance Policy and Procedure may be obtained from any Principal. Copies of these policies are also available on the school website. Review the Grievance Policy and Procedure for more details and ensure that you are familiar with it. This form and BNS policies are subject to revision. Keep a copy of this form for your records. No one may be retaliated against for filing a grievance or for supporting a discrimination or harassment allegation.

I. WHO IS FILING THIS GRIEVANCE?

(A) Full Name: ________________________________

(B) Address: ________________________________

(C) Phone Number: ________________

(alternate number) ________________________________

(D) Are you the parent or legal guardian of a student alleging a complaint or grievance?

YES or NO (circle one)

If you answered “yes” to the above question, complete sections (1)-(3) below:

(1) Student Name: ________________________________

(2) Address: ________________________________

(3) Phone number: ________________________________

_________________________________ (alternate number)

II. THIS GRIEVANCE ALLEGES:

Please check as many boxes as apply to this Grievance.

(A) Discrimination or Harassment Based on: □ Race □ Color □ Religion □ Creed □ Sex

(including gender, pregnancy, sexual orientation) □ National Origin □ Age □ Disability □ Veteran Status

□
(B) Retaliation Related to Discrimination or Harassment Complaint Based on: □ Race
□ Color □ Religion □ Creed □ Sex (including gender, pregnancy, sexual orientation) □ National
Origin □ Age □ Disability □ Veteran Status

(C) Manner of Alleged Discrimination, Harassment and/or Retaliation: □ Physical □ Verbal
□ Visual □ Unwelcomed Romantic or Sexual Attention □ Discriminatory Assignments
□ Discriminatory Discipline
□ Other: ________________________________

(D) Other Concern or Complaint:
______________________________________

______________________________________

III. PROVIDE DETAILS OF THE GRIEVANCE

(A) Date(s) of Prohibited Conduct:
______________________________________

(B) Location(s) of Incident:
______________________________________
______________________________________
______________________________________

(C) Identify the accused, witnesses, and those to contact during an investigation. For each
individual listed below, include, to the extent of your knowledge, the information requested below.

1. Who Committed the Prohibited Conduct?

Full Name: ____________________________
Job Title: ______________________________
Supervisor: ____________________________
Address: ______________________________
Phone Number: ________________________
Fax Number: __________________________
Other Contact Information: ________________
2. Who Witnessed the Prohibited Conduct (if anyone)?

Full Name: ____________________________
Address: ____________________________
Phone Number: _______________________
Fax Number: _________________________
Other Contact Information: __________

Full Name: ____________________________
Address: ____________________________
Phone Number: _______________________
Fax Number: _________________________
Other Contact Information: __________

If you are aware of other witnesses, please attach additional pages

(D) Details of the Grievance:

Please carefully and completely describe the Prohibited Conduct about which you are complaining. Include all facts you wish to be considered with respect to your Grievance. If you feel you need to attach additional pages, please do so.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
IV. PLEASE SIGN AND DATE

________________________________________ Date ____________________________

V. SUBMISSION OF THIS GRIEVANCE

Please immediately send this completed form to the appropriate person by facsimile, mail, or email. (See Grievance Policy and Procedure for contact information.)
BABCOCK NEIGHBORHOOD SCHOOL, INC.  
GRIEVANCE POLICY AND PROCEDURE  
Board Certificate

I hereby certify that the foregoing Policy was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on July 18, 2023. This Policy is intended to supersede and replace any prior policies relating to the same subject matter.

Robert Kenny  
Robert Kenny, Board Chair  
Jul 26, 2023  
Date

Attest:  
Natalie Bolton  
Natalie Bolton, Board Secretary  
Jul 26, 2023  
Date