

**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 (30) 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](mailto:streece@babcockneighborhoodschool.org)

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

Principal: Amanda Sanford  
43261 Cypress Parkway  
Babcock Ranch, FL 33982  
Ph. (239) 567-3043  
[asanford@babcockneighborhoodschool.org](mailto: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: \_\_\_\_\_





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**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 (Jul 26, 2023 14:38 EDT)

Robert Kenny, Board Chair

**Jul 26, 2023**

Date

**Attest:**

*Natalie Bolton*

Natalie Bolton (Jul 26, 2023 20:37 CDT)

Natalie Bolton, Board Secretary

**Jul 26, 2023**

Date