



5.40.021-AD Grievance Procedures – Minutes

Level I, Step 1, of the grievance procedure is directed to the settlement of grievances informally at the lowest possible administrative level. Any administrator who is meeting with a teacher, or meeting with any employee in non-contract grievances at Level I, Step 1, shall not use a tape recorder or other method of verbatim transcript. The Level I, Step 1 hearing is intended to be an informal situation, one in which the free exchange of ideas and the possible resolution of problems can be accomplished. The presence of a tape recorder or other verbatim transcript could restrict the free exchange of ideas and make it more unlikely to resolve grievances at that level. At other levels of the grievance procedure, a tape of the hearing is advisable. Informal evaluation notes made by the principal and other administrative personnel are important in reaching conclusions. If these notes or records are to be used, or are to be shared orally with the teacher, copies should be furnished to the teacher for his/her future consideration and use.

Policy Implemented:

History: Adpt. 10/72; Amd. 4/30/74; Amd. 7/75; Amd. 7/80