



**Sequoia Union High School District
Ravenswood City School District
TIPS Program 2019-20**

Grievance Process

The coach will work with the Participating Teacher to complete the required program components and to gather evidence of completion. Program completion will be confirmed on a transcript issued to the candidate at the end of each year of participation. In the event that a Participating Teacher does not meet the program requirements, the coach will indicate the specific missing elements on a checklist of required program components.

In the event the work to complete the program extends beyond two years, the program director will determine, on a case to case basis, if the participant will incur any cost.

If the Participating Teacher disagrees with the assessment of the coach and believes that he or she has successfully met the requirements, he or she may file a grievance and appeal the decision:

Step 1: Informal Complaint

Participating Teacher may ask that the Director of PD and Curriculum review the components to determine if the requirements have been met.

Step 2: Formal Complaint Process

- If the issue is not resolved within the informal process, a written complaint may be filed with the Assistant Superintendent of Educational Services.
- The Assistant Superintendent of Ed Services will meet with the teacher and, after the meeting, will send a written response to the complainant within five days.
- In the event that the grievance is upheld, action will be taken to update records accordingly.