

DILLEY ISD PARENT/EMPLOYEE GRIEVANCE PROCEDURES

All grievances submitted to Dilley ISD will follow the same procedures.

Student and Parent Complaints/Grievances – FNG (Local)

Personnel-Management Relations Employee Complaints/Grievances – DGBA(Legal) and (Local)

All Complaints should be resolved at the lowest administration level possible

Informal Administrative Conference

The individual with the complaint should present their complaint to the lowest level administrator.

*****If unable to resolve*****

Level One Complaint – Lowest Level Administrator

Submit complaint form to the campus/department within 15 days of the informal conference and/or incident/event that is the cause of the complaint. A hearing will be set within 10 days.

The administrator hearing the complaint will respond in writing within 10 days.

The complainant has 10 days to appeal the complaint after receiving the response.

*****If unable to resolve*****

Level Two Complaint – Superintendent

Submit complaint form to the superintendent's designee within 10 days after receiving the Level One response. A hearing will be set within 10 days. A written response will be provided within 10 days. The complainant has 10 days to appeal the complaint after receiving the response.

*****If unable to resolve*****

Level Three Complaint – Board of Trustees

Submit complaint form to superintendent's office within 10 days after receiving the Level Two response. The superintendent places the matter on the agenda for a future Board meeting and informs the complainant in writing of the date, time and place of the hearing. The Board may or may not take action.

Grievance Policies and Forms may be found online at www.dilleyisd.net

For further information, please contact the office of the Superintendent at (830)965-1912.