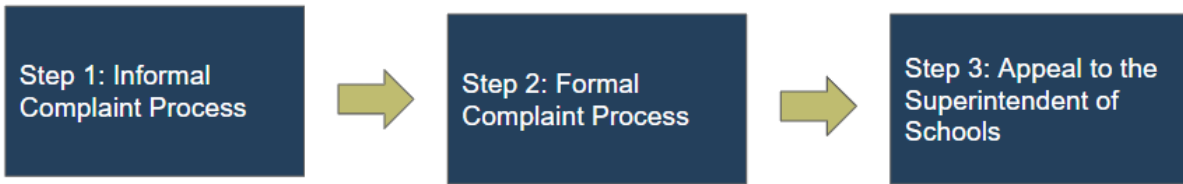


Tehama County Department of Education Teacher Induction Grievance Process

The purpose of this Grievance Policy is to establish guidelines for responding to and resolving grievances in such a way that the rights of Teacher Induction clients, staff, and the standards and rules governing the approved Tehama County Department of Education(TCDE) educator preparation program are protected. The grievance process may be used to address all issues or concerns, such as academic progress and program completion.



Step 1: Informal Complaint Process

- Candidate and/or Mentor discusses the complaint with the Program Director

Step 2: Formal Complaint Process

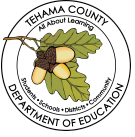
- If the issue is not resolved within the informal complaint process, a written complaint may be filed with the Assistant Superintendent on the Formal Grievance Form
- After the meeting, the Assistant Superintendent will send a written response to the complainant.

Step 3: Appeal to the Superintendent of Schools

- If unresolved at Step 2, the complainant may file a complaint with the Superintendent of Schools.
- The Superintendent of Schools or designee will conduct an investigation and meet with the complainant within 10 working days upon receipt of the complaint.
- Within 10 working days of the meeting, the Superintendent of Schools or designee will prepare a written response to the complainant.

I received a copy of the Tehama Teacher Induction Program's Grievance Process. I understand that the grievance form is available in my Google Classroom and the Tehama Teacher Induction website. It is up to me to file the complaint and follow the above protocol in order to reach a resolution.

Name of Candidate/Mentor	
Date	



Formal Grievance Form

Name of Complainant:

Complainant's District:

Complainant's School Site:

Date of Complaint:

Step 1: Informal Complaint Information (email jdamon@tehamaschools.org or call 530.528.7350)
Please note that a meeting must take place with the Program Administrator before moving to Step 2 of the Grievance Process

Date of Meeting with the Program Administrator:

Step 2: Formal Complaint Information (email form to ssmith@tehamaschools.org)

Reason for formal complaint:

I hereby file this formal complaint to grieve:

The resolution I am seeking is:

Complainant's Signature:

By signing my name I am filing a formal complaint. I understand that the process involves the Assistant Superintendent meeting with me, the individual(s) I am grieving, and the Program Administrator

Step 3 Appeal to the Superintendent of Schools (email form to atirri@tehamaschools.org)
Please note that a formal complaint form must be submitted before moving to Step 3 of the Grievance Process

Reason for the Appeal:

I hereby file this appeal to grieve:

The resolution I am seeking is:

Complainant's Signature:

By signing my name I am filing an appeal with the Superintendent of Schools. I understand that the process may involve the Superintendent or designee meeting with me, the individual(s) I am grieving, and the Program Administrator.