

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL
DIVISION OF NURSE EDUCATION
Practical Nurse Education Program

GRIEVANCE PROCEDURE

A grievance is a difference in opinion regarding reported behavior, between a student and member of the Program faculty or staff or any alleged inequitable or discriminatory treatment of a student.

Level One

The student and facilitator will meet to resolve the conflict. This should occur within seven (7) school days of the alleged incident. The outcome of this interaction will be issued in writing to the student within seven (7) school days of the meeting.

Level Two

If the situation is not resolved, the student and the facilitator shall present it to the Director of the Practical Nurse Program in writing. The director will meet with both parties within seven (7) school days after the resolution at Level One. The decision will be documented and given to the aggrieved within 2 school days of the meeting.

Level Three

If the situation continues to be unresolved, the student/facilitator will be referred to the Review Board, which includes, but is not limited to, the Director of the Practical Nurse Program, the Director of Curriculum, Instruction, and Guidance, the Vice Principal, and one Team Supervisor. A meeting will take place within seven (7) school days of the resolution at Level Two. The outcome will be given in writing to the student and all parties involved within 2 school days of the meeting.

Level Four

If disposition of the problem is still unsatisfactory, an appeal can be made to the Superintendent. A copy of the grievance shall accompany this appeal, which must be filed within fourteen (14) days after the resolution at Level Three.

The Superintendent shall meet with the parties involved in order to resolve the grievance. The Superintendent shall respond, in writing, within seven (7) school days after the meeting. The decision of the Superintendent is final.

General Considerations

1. Failure at any step of the procedure to communicate, in writing, the decision of a grievance within the specified time limits to the aggrieved person shall permit the aggrieved to proceed to the next step.
2. Failure at any step of the procedure to appeal the grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
3. No reprisals of any kind shall be taken by any party or participants in the grievance procedure by reason of such participation.

For cases where the grievance is not settled at the institutional level, the student can contact the Council of Occupational Education at:

Commission on Occupational Education (COE)
840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 800-917-2081
www.council.org

