

Diocesan Dispute Resolution Policy

2500 PARENT AND STUDENT DISPUTE RESOLUTION PROCESS

This policy and process does NOT apply to:

1. *Disputes between a school employee and employer (see policy 3297); and*
2. *Disputes involving illegal harassment (including sexual harassment), safe environment, retaliation, reporting suspected child abuse, or hostile work place (see policies 3710, 3711, 3261, and 3254).*

Disputes often arise in schools due to misunderstandings, differences in judgement, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

TO RESOLVE DISPUTES:

STEP ONE: Disputes shall be presented within ten (10) school days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. The disputing party must declare that he/she is presenting a dispute according to policy 2500. For example, a parent complaint regarding a teacher's homework policies should be taken directly by the parent to the teacher for resolution.

STEP TWO: If the dispute cannot be resolved at Step One to the satisfaction of the disputing party, the complaining party within ten (10) school days of the response given at Step One may present his/her dispute to the principal for review and decision accordingly to policy 2500. If the dispute is concerning an employee, the principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as he/she sees them. The principal shall conclude his/her review of the dispute and render his/her decision within the ten (10) school days of the referral described in this step.

STEP THREE: If the dispute cannot be resolved at Step Two, the complaining party within ten (10) school days of principal's decision in Step Two may present the dispute to the school's pastor (rector for diocesan schools) for his review and decision. The pastor/rector shall conclude his review of the dispute and render his decision within ten (10) school days of the referral to him described in this step.

STEP FOUR: DIOCESAN REVIEW: If the dispute cannot be resolved at Step Three, the disputing party, within ten (10) school days of the pastor's/rector's decision at Step Three, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent, at his/her sole discretion, may decide to review or not review the dispute in question. If the superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the pastor/rector in writing within ten (10) school days of receiving the written petition unless the superintendent determines that additional time is required to adequately investigate and resolve the dispute. Normally, the school pastor's/rector's decision is the final ruling on the dispute.

LENGTHEN DEADLINES: Any request to lengthen the time deadlines set by this policy must be submitted in writing to the superintendent for approval.

Matthew 18: 15-17

“Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses every word may be established.’ And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.”