



**Inclusive Learning Environments
Policy Series: 3000 Students
Procedure 1**

**Policy No. 3330
Procedure 1**

The Board of Education has tasked the District Administration with the training of teachers and employees on how to create inclusive learning environments for all students. If a student, parent, teacher, or district employee believes that the policy has been violated, the following steps should be taken to resolve the matter:

- 1) If the student or parent has a concern about a teacher's classroom, they should, if they feel comfortable in doing so, address it directly with the teacher. In many cases, a respectful, civil conversation can resolve the issue acceptably for all involved.
- 2) If the student, parent, teacher, or district employee cannot resolve the issue, then the concern should be brought to the principal. The principal will then work with the parties involved to determine if the policy has been upheld appropriately. The goal of the principal will be to work through a solution that supports all parties so that students and teachers feel welcome and comfortable in the classroom environment. The principal may consult with their respective supervisor, the Assistant Superintendent over Elementary or Secondary Education, to identify potential solutions that will resolve the situation for all individuals.
- 3) If the student, parent, or teacher feels that the principal has not interpreted this policy appropriately, they may appeal the principal's decision to the Assistant Superintendent over Elementary or Secondary Education and the Deputy Superintendent. These individuals will then determine whether or not the policy has been upheld and the next steps needed to ensure a welcoming classroom environment for all. It is to be noted that the lens from which these individuals will examine the situation is from what a reasonable individual would determine based on the context of the classroom and the efforts that the teacher has made to support all students in feeling welcome in their classroom.
- 4) If the decision of the Assistant Superintendent and Deputy Superintendent is still in question by the parent, they may appeal the decision to the Superintendent in writing within ten days of the decision issued by the Assistant and Deputy Superintendents. The Superintendent may consult with legal counsel to provide additional information regarding state law and district policy in making a final determination.

- 5) If a teacher or district employee feels that their supervisor has incorrectly interpreted this policy, they can appeal to the Assistant Superintendent over Elementary or Secondary Education and the Deputy Superintendent over Human Resources. If this interpretation of policy has led to disciplinary actions, the employee may seek resolution following the District Grievance Process outlined in [Policy 5285](#).
- 6) It is to be noted that in most cases, face-to-face conversations will be encouraged over email communication to encourage the building of relationships and greater understanding among all parties involved.

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