



## PRODIGY PROGRAM YOUTH GRIEVANCE PROCESS (PREVENTION/INTERVENTION YOUTH)

In order to assure every student and parent has access to a method in which he/she can get a particular grievance considered rapidly, fairly and without reprisal, the following steps are provided:

### STEP 1

Within five (5) workdays of the incident, the aggrieved person shall verbally discuss and explain his/her grievance with the Site Manager, who may call higher level supervision into the discussion in an effort to achieve a prompt, satisfactory adjustment. The Site Manager will make a decision and notify the person within five (5) workdays after the discussion with the person.

### STEP 2

If the aggrieved person feels that the matter has not been settled or adjusted to his/her satisfaction by the Site Manager, he/she may submit the matter in writing to the Site Administrator within five (5) workdays after the Step One answer was given. The Site Administrator will schedule a meeting within five (5) workdays after receipt of the grievance with the person. If the matter is not resolved at this meeting, the Site Administrator shall give a written answer within five (5) workdays after the scheduled meeting.

### STEP 3

If the grievance is not resolved by the decision of the Site Administrator, the person may appeal to the UACDC Prodigy Administrator within five (5) workdays after the Step Two written answer is received. This appeal is forwarded to the UACDC Administrator who will schedule a meeting with the person within five (5) workdays from receipt of the written grievance to discuss the issue and to try to reach a resolution. The person will be notified in writing within five (5) workdays of the decision of the UACDC Prodigy Administrator which is final and binding on the parties.