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| Policy Name                     | Grievance Procedure / Educator Misconduct          |
| Policy Number                   | Academic 033                                       |
| Date                            | 12/15/2025   |
| Laws, regulations and standards | Ed 403.01 (teacher misconduct)<br>Ed 510.01 et seq |

### **Introduction and summary of grievance process**

“A New Hampshire educator is entrusted by the state and the public with a responsibility to teach New Hampshire’s children the skills and model the values that will make each child a knowledgeable, capable, and engaged member of a democratic society. The educator accepts the responsibility to practice within the educational profession according to the highest ethical standards and aspires to continuously and consistently make decisions which are, first and foremost, within the best interests of the student.”  
*Introduction, NH Code of Ethics for Educators.*

Students and/or caregivers who have a grievance about any misconduct by an MPA faculty member and/or disagree with the consequence of a behavior may appropriately grieve their complaint.

Grievance forms are available on campus and will be supplied by faculty upon request. A copy is also included in the Student/Family Handbook.

Students will receive a response from the Principal or their designee in a timely manner.

If a person is uncomfortable reporting a grievance to the Principal, or if the grievance is about the Principal, they may submit their grievance to the Head of Schools or Superintendent.

### **Reporting Grievances**

At each school, the Principal shall be responsible for receiving grievances. The Principal may designate this responsibility to a building level administrator with the understanding that the Principal shall be informed of such incidents as soon as possible within the school day. If the grievance is about the Principal, or if the individual is uncomfortable reporting to the Principal, they may file the grievance with the Head of Schools or Superintendent. The Principal will notify the Head of School and Director of Academics via email as soon as possible and no later than the end of the school day.

### Student or Caregiver Reporting

1. Any student or caregiver who has a grievance about an MPA employee can report the concern immediately to the Principal or administrative designee. If the student or caregiver is more comfortable reporting the alleged acts to a person other than the Principal or administrative designee, the student or caregiver may tell any school MPA faculty member or volunteer about a grievance. Students or caregivers are encouraged to report alleged acts as soon as possible. Students or caregivers are encouraged to utilize the formal MPA Student Grievance Process but can also verbally report concerns to any faculty member.
2. Any faculty member or volunteer who receives a grievance from a student or caregiver, or who otherwise has knowledge or belief of a grievance shall inform the Principal as soon as possible, but no later than the end of that school day.
3. The Principal or administrative designee has a system or method for receiving anonymous grievances. Specifically, all programs have confidential, locked suggestion boxes that are checked regularly. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied. The Head of Schools or Principal may implement other mechanisms to anonymously report grievances.
4. While the MPA student or caregiver grievance procedure has reporting forms for filing such reports, an investigation shall still proceed even if a student or caregiver is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a grievance, the Principal or administrative designee, shall commence an investigation consistent with this policy.

### Faculty Reporting

1. Faculty shall immediately report grievances that are brought to their attention.
2. Certain credentialed academic faculty have further obligations under the educator Code of Ethics and Code of Conduct (see below).
3. Any faculty member or volunteer who witnesses, receives a report of, or has knowledge or belief of a grievance shall inform the Principal or administrative designee immediately.
4. Upon receipt of a grievance, the Principal or administrative designee shall commence an investigation consistent with this policy.

### **The Investigative Process**

The Principal leads the response to formal grievances filed by students or caregivers.

The investigation may include documented interviews with the alleged victim, alleged perpetrators and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately.

If the alleged grievance involves e-mails, text messages, or other electronic communications, the Principal may ask students and/or parents/legal guardians/caregivers to provide MPA with printed copies of e-mails, text messages, website pages, or other similar electronic communications. A student or caregiver may choose to refuse requests to access emails, text messages or other similar electronic communications if on a private email, text or other similar electronic system. MPA emails, MPA software and MPA devices are not private and MPA can access any material on those systems and devices.

The student and caregiver will be informed of the time needed to fully investigate and respond to their concern.

### **III. False Reporting**

A student found to have wrongfully and intentionally filed a false grievance may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

The Head of Schools or Superintendent will manage a caregiver who is found to have wrongfully and intentionally filed a false grievance.

### **IV. Prohibition Against Retaliation for Reports of Misconduct**

#### **Reprisal or Retaliation**

MPA shall discipline and take appropriate action against any student, teacher, administrator, volunteer, or other faculty member who retaliates against any person who makes a good faith grievance or against any person who testifies, assists, or participates in a proceeding or hearing relating to such grievance.

The consequences and appropriate remedial action for a student, teacher, administrator or school volunteer, or other faculty member who engages in reprisal or retaliation shall be determined by the Director of Academic or Head of Schools after consideration of the nature, severity and circumstances of the act, in accordance with laws and MPA policies.

Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to and including, recommendations of discharge.

Any faculty member or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.

Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **V. Process To Protect Students From Retaliation**

If the alleged victim or any witness expresses to the Principal or other faculty member that he/she believes he/she may be retaliated against, the Principal or administrative designee shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

## **VI. Additional Policies on specific types of concerns**

MPA has separate policies on (1) Bullying and Harassment, (2) The Use of Physical Managements and (3) The Ethical use of Technology that are incorporated into this grievance policy and supplement it in regard to concerns/grievances about bullying, harassment and/or physical managements

## **VII. Educator Code of Conduct and Code of Ethics.**

MPA's educators follow the educator [Code of Conduct](#) (November 2018) and the educator [Code of Ethics](#) (June 2018), and receive at least annual training on its content. This combined set of rules and procedures, approved by the NH State Board of Education, was created to elevate the education profession and provide guidance to educators. Whereas the [Code of Ethics](#) outlines aspirational goals for educators, the [Code of Conduct](#) precisely describes inappropriate activities and due process when rules have not been followed. The overarching purpose is to provide guidance to educators in the decision making process involving interactions with students, community, colleagues, parents, and public.

The NH Code of Ethics for Educators and the Code of Conduct have the following guiding principles:

- Principle I—Responsibility and Commitment to the Education Profession and Colleagues
- Principle II—Responsibility and Commitment to the Student
- Principle III—Responsibility and Commitment to the School Community
- Principle IV - Responsible and ethical use of technology as it relates to students, schools, and other educational professionals

Under New Hampshire Education regulations, any “credential holder” shall report any suspected violation of the code of conduct following the grievances procedures noted above. See Ed 510.05. Credential Holders is defined by NH regulations as “any individual who holds a credential, as defined in Ed 501.02(h)”. Ed 501.02(h) defines “Credential” as “any authorization, statement, or license issued by the state board including, but not limited to, beginning educator license (BEL), experienced educator license (EEL), in process of licensure authorization (IPLA), intern authorization (IA), emergency authorization (EA), statement of eligibility (SOE), educational interpreter/transliterators license (EITL), paraeducator I & II license (PARA I & PARA II), school nurse I, II & III license (SN I, SN II & SN III), and master teacher license (MTL).”

Principals shall report to the Head of Schools or Superintendent of the school, if the Principal has been notified of, or is personally aware that a credential holder has violated any of the rules of professional conduct as enumerated in Ed 510, which occurred on or off duty.

The Head of Schools or Superintendent shall report any of the following to the office of credentialing:

- (1) When the Head of Schools or Superintendent has knowledge that an credential holder, as defined in Ed 501.02(m), has been arrested and charged with an offense

enumerated in RSA 189:13-a, V; and

(2) When The Head of Schools or Superintendent has knowledge that a credential holder has violated the code of conduct as specified in Ed 510.01 through Ed 510.04.

If a credential holder suspects that the Head of Schools or Superintendent has violated the code of conduct, as specified in Ed 510.01 through Ed 510.04, or if a credential holder has made a report and believes the local reporting procedures have not been followed, the reporting credential holder shall notify the department directly.

All MPA employees, including Credential holders who have reason to suspect that a student has been, or is being, abused or neglected, shall report the same to:

(1) His or her immediate supervisor, superintendent, or both; and

(2) The department of health and human services, pursuant to RSA 169-C:29.

MPA's Reporting of Suspected Child Abuse or Neglect supplements this statement.

The original documents and ancillary guides can be found here:

- [Full Code of Conduct and Code of Ethics](#)
- [Guiding Principles: The Code of Ethics for New Hampshire Educators](#)
- [Code of Conduct for New Hampshire Educators](#)