

## **DISCIPLINE AND GRIEVANCE**

### **DISCIPLINARY PROCEDURES**

ACP follows the following disciplinary procedures so that disciplinary cases can be processed in a judicious manner, and decisions can meet standards of fairness.

1. Upon receipt of a complaint or violation, ACP Director will notify the accused teacher candidate in writing. The notification will include the details of the misconduct or violation.
2. The teacher candidate will be asked to submit a written response to the ACP Director.
3. ACP Director will summon the Code of Conduct Committee and invite the teacher candidate to an initial hearing (may be on the phone).
4. After the hearing, the committee will make an appropriate decision.

The teacher candidate is entitled to:

- be notified in writing of the place and time of hearing.
- written notification of the names of the witnesses and/or the complainants
- choose not to appear before the Code of Conduct Committee; hearing will be held in his absence.
- be informed in writing of the findings and results of the hearing.
- be informed of his right to appeal before the Board of Directors. The teacher candidate must do his written appeal within fifteen (15) business days of the date of written notification of the Code of Conduct Committee decision. The appeal is made to the President, who assembles the Board of Directors and directs the hearing.

The decision of the Board of Directors is final.

Based on the seriousness and frequency of the violation, the type of consequence will be determined by the Code of Conduct Committee.

Consequences for minor violations include verbal warning and written warning.

Consequences for major violations include probation, suspension, expulsion and referral to the local enforcement agency.

### **GRIEVANCE PROCEDURE**

The teacher candidate grievance procedure will allow ACP to attend to teacher candidate concerns. Teacher candidates who wish to file a grievance should complete and return a Student Grievance Form to the ACP Director. ACP will investigate the complaint and will send the findings in a written response to the teacher candidate. The teacher candidate may schedule an appointment to talk to the investigator on the findings.

Teacher candidates must feel free and comfortable in filing a grievance. If the grievance is not resolved, teacher candidates may file a complaint with the Better Business Bureau.

For issues or complaints about this educator preparation program, email [www.tea.texas.gov](http://www.tea.texas.gov), or mail to Correspondence Management, Texas Education Agency, 1701 N. Congress, Austin, TX 78701.