Hopewell STEM Academy Teachers - Communication Protocol

At Hopewell STEM Academy, we have established a clear process for addressing concerns or conflicts in a respectful and organized manner. Please follow the steps outlined below for conflict resolution:

1st Step - Report Concerns:

* If you have concerns or issues, please report them directly to one of the designated administrators via email or in a face-to-face meeting. You may contact the appropriate administrator based on the nature of your concern (Elementary Instructional Dean, M/H Instructional Dean, M/H Dean of Students, or Elementary Dean of Students).

2nd Step - Seeking Support:

* If your concern is not satisfactorily resolved at the first step, you can request the support of the Building Union Rep for moral support in a meeting with the relevant administrator. Alternatively, your Building Union Rep can represent you in discussions with the administrator for contractual clarification.

3rd Step - Escalating to Executive Director:

* If your issue remains unresolved, you should contact the Executive Director via email to voice your concern before it escalates to a formal grievance. You can expect a response within 3 business days.

4th Step - Further Union Involvement:

* If the matter remains unresolved after contacting the Executive Director, consult with your Building or Field Union Rep, who may assist you in representing your concerns to the Executive Director. This step may involve preparing a formal grievance.

5th Step - Involvement of Educational Committee and Board of Directors:

* If your concerns persist, you have the option to contact a member of the Educational Committee to request a public comment session to be included on the agenda for the next committee meeting. This request should be made up to three days before the scheduled meeting.

6th Step - Engaging the Board of Directors:

* In the event that your concerns are not addressed through the Educational Committee, you can contact a member of the Board of Directors to request a public comment session to be placed on the board's agenda. The Board should have already been informed of the problem through the Educational Committee or an administrator.
* Please note that it is important to respect the privacy of individuals and refrain from mass emailing or speaking on behalf of others without their consent. Only those directly involved should be included in communications, and their consent should be sought before CC-ing them on emails.