

523 GRIEVANCE POLICY

I. PURPOSE

The purpose of this policy is to explain the grievance procedure used by students and parents/guardians.

II. GENERAL STATEMENT OF POLICY

This grievance procedure may be used by students and parents/guardians. The school is available any calendar day, except Saturday, Sunday, or School Breaks. Time limits may be extended only by written mutual agreement.

III. PROCEDURES

A. Informal Procedure

- a. The grievance shall be put in writing on a form available from the office. The written grievance shall be submitted to and retained by the Executive Director. The Executive Director may choose to discuss any incident with third parties who may have information relevant to the grievance but is not required to.
- b. The grievant, alone or with a person of their choice, shall discuss the alleged grievance with the Executive Director.
- c. An effort shall be made to settle differences informally.
- d. Identity shall remain confidential if possible.

B. Formal Procedure Level One: Executive Director

- a. If, after the informal procedure, the grievance still exists, the grievant may, within 90 days of the event, invoke the formal grievance procedure.
- b. The grievance shall be filed through the Executive Director on a form available at the school. A copy shall be delivered to the Executive Director. The Executive Director may choose to discuss any incident with third parties who may have information relevant to the grievance but is not required to.
- c. Within 5 days of the receipt of the formal grievance, the Executive Director shall meet with the grievant and persons of their choosing in an effort to resolve the grievance.
- d. Within 5 days of the meeting, the Executive Director shall indicate in writing the disposition of the grievance and shall furnish a copy to the grievant and all persons named in the grievance.

C. Formal Procedure Level Two: Academic Excellence Committee/ School Board

Within 10 days of receiving the grievance the Committee shall meet and indicate in writing the disposition of the grievance and shall furnish a copy to the grievant and all persons named in the grievance. If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within the 5 days of the meeting, the grievance may be transmitted through the Executive Director to the Chairperson of the School Board or sent directly to the Chairperson of the Board.

D. Formal Procedure Level three: Chairperson/ School Board

- a. Within 10 days after the Chairperson has received the grievance, the Chair or designee shall meet with the grievant and persons of their choice in an effort to resolve the grievance. The Chairperson shall indicate her/his disposition of the grievance in writing within 5 days of the meeting and shall furnish a copy to the grievant and all named persons in the grievance as well as the Executive Director.
- b. This disposition shall be final.

Date Approved: February 23, 2009

Revised: 4/24/2018