

SEVEN GENERATIONS CHARTER SCHOOL	SECTION: EMPLOYEES
	TITLE: 326 – GRIEVANCE POLICY
	ADOPTED: September 1, 2009
	REVISED: December 13, 2016

Policy	Any stakeholder who is directly impacted by actions of the school may submit a grievance. If our mission is to play an active and positive role in the community, then we must be committed to resolving all grievances in a timely, satisfactory fashion.
Delegation of Responsibility	The Board of Trustees of Seven Generations Charter School authorizes the Chief Executive Officer (CEO) or his/her designee to enforce this policy
Procedure	<p>In all cases, individuals should attempt to resolve any issues at the lowest appropriate place, e.g. with the offending staff member, and only continue up the chain if no resolution is reached – first to the administration, then to the Grievance Committee, and if necessary to the Board of Trustees.</p> <ol style="list-style-type: none"> 1. A grievance form is completed and submitted to the school administration. The grievance form contains identifying information, the complaint, a summary of facts, a request of recourse, and any steps taken to address the problem prior to appealing to the school administration. 2. The school administration will determine whether the grievance merits a hearing and will respond within a week. 3. Complaints or allegations that do not merit a hearing are turned over to the appropriate staff member for resolution. 4. Grievances that merit a hearing will be heard within 30 days. The interested parties and the school administration attend hearings. The school administration will render a decision and, if necessary, will review it with the Seven Generations Charter School legal advisor who will approve the recommendations. 5. If the administration and the individual cannot agree on the solution, the school administration will pass on its decision and/or recommendation to the Grievance Committee of the Board of Trustees who will work with both parties and will attempt to arrive at a mutually agreeable solution. 6. If, after the above steps, the individual still has concerns they may request a meeting during the Board of Trustees executive session to review the complaint/concern and the actions taken.
References	School Code – 24 PA Code Sec. 510