

GREEN Charter Schools – Student Grievance Policy

Issued: April , 2019

Purpose: The purpose of this policy is to provide a clear and efficient process for reviewing and resolving student grievances, which may be filed and pursued by a student, a student’s parent or guardian. GREEN Charter Schools (GREEN) will keep all grievance proceedings confidential to the extent permitted by law.

The GREEN student grievance process may be used by GREEN students or their parents/ legal guardians as follows:

1. To address an alleged violation of applicable law, regulation or school policy that directly affects the student.
2. To address alleged discrimination or harassment against the student.

A student/parent/legal guardian who files a grievance has the right to be represented by legal counsel at their own expense, but timely notice must be given to the school to ensure the school can also have legal counsel present at any meeting. Meetings will not be held with only one party having legal counsel present.

If the timelines set forth herein are not met, the grievance may be deemed waived by the GREEN official(s) charged with investigating and deciding the grievance.

The GREEN official(s) charged with investigating and deciding grievances are entitled to extend the timelines herein for investigating and issuing decisions if necessary to conduct a thorough and complete investigation into a grievance or appeal.

Step One: Informal Discussion

Subject to the following paragraph, the aggrieved student must first initiate an informal discussion with the other person(s) involved in the incident giving rise to the grievance within ten (10) calendar days of the incident or when the aggrieved student learned of the incident for the purpose of attempting to resolve the grievance.

If the grievance includes allegations of discrimination or harassment against the student, the student is not required to initiate an informal discussion with the person(s) allegedly discriminating against or harassing the student, and the student may proceed immediately to Step Two.

Step Two Submit a Written Grievance to the Principal

If the informal discussion does not resolve the student’s concerns, the student may within ten (10) days after the informal discussion submit a written Grievance Form to the Building Principal.

The student must include in the Grievance Form a description of the grievance, the actions already taken by the student to attempt to resolve the grievance, and the relief requested. A Grievance Form

that does not contain such information will be deemed incomplete and returned to the student to complete within the required timeline. Submission of an incomplete Grievance Form does not extend the required timeline. Only the issues set forth in the written Grievance Form shall be considered thereafter.

Upon the Principal's receipt of the Grievance Form, within ten (10) days) the Principal shall hold a conference with the student/parent/guardian and any other individual(s) deemed necessary by the Principal to discuss the allegations. The Principal shall issue a written decision to the student within five (5) school days of the conclusion of the conference(s).

If the grievance includes allegations of discrimination or harassment concerning the Building Principal, the student shall skip Step Two and submit a written Grievance Form within ten (10) days of the incident or when the student learned of the incident to the GREEN Executive Director.

Step Three: Submit a Written Grievance to the Executive Director

If the Principal does not resolve the student's concerns, the student may within ten (10) days after the Principal's written decision was received, submit a written Grievance Form to the GREEN Executive Director.

The student must include in the Grievance Form a description of the grievance, the actions already taken by the student to attempt to resolve the grievance, and the relief requested, the written decision to the student from the Principal. A Grievance Form that does not contain such information will be deemed incomplete and returned to the student to complete within the required timeline. Submission of an incomplete Grievance Form does not extend the required timeline. Only the issues set forth in the written Grievance Form shall be considered thereafter. If new information has been discovered after the Principal has given a written decision, the student must return to Step Two to allow the Principal to consider all evidence. If new evidence is given the same timelines are in effect as stated in Step Two.

Upon the Executive Director's receipt of the Grievance Form, within five (5) school days the Executive Director shall hold a conference with the student and any other individual(s) deemed necessary by the Executive Director to discuss the allegations. The Executive Director shall issue a written decision to the student within five (5) school days of the conclusion of the conference(s).

If the grievance includes allegations of discrimination or harassment concerns from the Executive Director, the student shall submit a written Grievance Form within ten (10) days of the incident or when the student learned of the incident to the GREEN Governing Board.

Step Three: Final Appeal to the GREEN Governing Board

If a student/parent/guardian is not satisfied with the Executive Director's written decision, the student may submit a written appeal to the GREEN Governing Board within ten (10) days of receiving the Executive Director's written decision. The written appeal should be submitted to the GREEN Board

Chair. The written appeal must include a copy of the original written Grievance Form, a copy of the Principal's and the Executive Director's written decision, and a written description of why the student was not satisfied with the Executive Director's written decision. An appeal that does not contain such information will be deemed incomplete and returned to the student to complete within the required timeline. Submission of an incomplete appeal does not extend the required timeline.

Within ten (10) school days of receipt of a written appeal (or the original Grievance Form if the grievance involves allegations of discrimination or harassment against the Executive Director and is filed directly with the Board), the GREEN Governing Board will hold a hearing. The Board will provide the student with notice of the hearing date and the procedures for the hearing in a timely manner. All hearings conducted pursuant to this Grievance Policy are considered non-adversarial. After the hearing, the GREEN Governing Board will issue a written decision within ten (10) days, which will be final and binding. The GREEN Governing Board is entitled to extend these timelines if necessary for the purpose of conducting a thorough and complete investigation.

Adopted 04/2019

Legal Reference(s):

S.C. Code Ann., 1976, as amended:

Section 59-4-60(F)(13) – Charter School Grievance Procedure