



Dispute Resolution Policy and Procedures

These dispute resolution policies and procedures are to be followed by staff, parents, students, and volunteers at Westlake Charter School to resolve disputes within the School.

This policy does not cover complaints relating to discrimination or complaints regarding sexual harassment. The policy related to discrimination complaints is Board Policy 08-01. The policy related to sexual harassment is 08-05.

Procedure

1. Any complaint shall be put in writing and addressed to the Principal of WCS.
2. The Principal shall investigate the complaint as necessary and shall promptly mail a written notice to the Complainant of the date, time, and place of a meeting between the Complainant and the Principal, which shall occur no later than ten schools days following the receipt of complaint.
3. If no resolution can be agreed upon between the Principal and the Complainant, the Principal shall submit the complaint to the Board President, who shall submit it to a Dispute Resolution Committee appointed by the Board President, a sub-set of the Board of less than a quorum of existing members appointed by the Board President.
4. The Dispute Resolution Committee may seek additional investigation by the Principal as it deems necessary. This committee will be advisory only and will bring a recommendation to the full Board for consideration.
5. The Board shall address the recommendations of the Dispute Resolution Committee at the next Regular Board meeting following the availability of those recommendations from the Committee.

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6. The Board of Directors will make the final determination regarding the dispute and shall notify the Complainant of the Board's determination within ten school days of the determination in writing.
7. Nothing in this procedure shall require or allow the Board of Directors, nor any other employee of Westlake Charter School to release confidential pupil or employee information to the Complainant or in any other unlawful manner unless required by law.

Adopted/Ratified: November 18, 2008

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