

School Concern Flow Chart

**Procedure for Interpersonal School Concerns**

**Step 1: Direct Resolution:** If concern is interpersonal regarding a parent, teacher, staff, etc., directly contact the individual involved for resolution. If the concern involves a student, please contact the school director.

↓ No Resolution

**Step 2:** Fill out “**School Concern Form**” located in the school office. The form will be recorded, copied, and delivered to the school Director for review. The Director will respond and/or refer it to the appropriate committee/individual within approx. 5 business days. The appropriate committee/individual will contact you to schedule a meeting(s) within approx. 10 business days of receiving the form.

↓ No Resolution

**Step 3: Mediated Resolution:** The Director will schedule a meeting for mediated resolution within approx. 14 business days

↓ No Resolution

**Step 4: Conflict Resolution Committee:** All parties submit a written narrative of the concern within approx. 10 business days to the Chair of the Conflict Resolution Committee.

↓ No Resolution

**Step 5: Appeal:** An appeal to hear the concern at a Charter Council hearing can be made within approx. 10 business days.

**Procedure for General School Concerns**

**Step 1:** Fill out a “**Communication to the Director Form**” located in the school office. The form will be recorded, copied and delivered to the School Director for review. The Director will respond and/or refer it to the appropriate committee or individual within approx. 5 business days.

↓ No Resolution

**Step 1A: Direct Resolution:** If the Director does not respond within approx. 5 business days, please schedule an appointment to speak directly with the school Director.

← No Resolution (go to Step 2)