



## Grievance Procedure

Any student or employee who believes that RePublic Schools has acted in violation of the law or its charter may file a complaint with the Principal. This could include any act of harassment or discrimination because of race, color, origin, sex, disability, or sexual orientation. If the Principal is the person who is alleged to have caused the violation, the complaint may be filed with the Chair of the Board of Directors. The party responsible for investigating the complaint (the Principal or the Board Chair) will be referred to moving forward as the “Grievance Administrator.”

### A. Contents of the Complaint

Complaints under this Grievance Procedure must be filed within thirty (30) school days of the alleged offense. The complaint must be in writing. The Principal, or any person of the grievant’s choosing, may assist the grievant with the filing of the complaint. The written complaint must include the following information:

1. The name of the grievant and the name of the school;
2. The name of the grievant’s representative, if any;
3. The name of the person(s) alleged to have caused the violation;
4. A description, with as much detail as possible, of the alleged incident;
5. The date(s) of the alleged incident; and
6. The name of all persons who have knowledge about the alleged incident.

### B. Investigation and Resolution of Complaint

Respondents will be informed of the charges as the Grievance Administrator deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated. The Grievance Administrator will interview witnesses whom s/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and information gathering will be completed within fifteen (15) school days of receiving the complaint.

Within twenty (20) school days of receiving the complaint, the Grievance Administrator will submit a written report of the findings and proposed resolution. In the event that a resolution involves disciplinary action against an employee or a student, the grievant will not be informed of such disciplinary action, unless it directly involves the grievant.

All timelines specified above will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation, in which case, the matter will be completed as quickly as possible. If the timelines are not met, the reason(s) for not meeting them should be clearly documented.



Confidentiality of grievant/respondents and witnesses will be maintained to the extent consistent with RePublic Schools' obligations relating to the investigation of complaints and the due process rights of the individual affected.

### C. Appeals

If the grievant is not satisfied with the outcome, the grievant may submit an appeal to the Board of Directors by contacting the Chair of the Board.

The Board of Directors will issue a written response to the appeal to the grievant within thirty (30) days of receiving the appeal.