

GreenWood Charter School

Policy Number: 108- Communication Policy
Policy Section: 100

POLICY TITLE: Communication Policy

Revision History

Effective Date	Action Date	Revised
May 20, 2015	New Policy	New Policy

Board Policy Sections:

- School Board 000 series
- Administration 100 series
- Instruction 200 series
- Student Services 300 series
- Staff policies 400 series
- Business and Operations policies 500 series
- Community 600 series

GreenWood Communication Policy

Effective Date: 20 May 2015

Revision Date:

1. PURPOSE AND PHILOSOPHY

The purpose of this document is to outline a set of procedures for members of the GreenWood community to effectively communicate in such a way as to resolve conflict, build relational trust and improve the services of GreenWood Charter School.

As a school based on democratic principles, GreenWood Charter School is committed to keeping lines of communication open for all members of its community (students, parents, teachers, staff, administrators, and board members). However, for such communication to be effective, the communicator must appreciate that there are already existing lines of responsibility and decision-making in the school. Effective communication respects and leverages those lines of responsibility and decision-making.

GreenWood Charter School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

GreenWood Charter School is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

2. POLICY

Members of the GreenWood community are entitled to offer suggestions, complaints, comments or concerns regarding policies, procedures, and practices at the school. The most effective line of communication may differ depending on one's role as a parent, teacher, student, or board member.

Students: As part of their education, students in the school should feel encouraged to involve themselves in its governance.

Beyond talking to the teacher, administrator, or staff directly responsible for the issue, a student can also discuss his or her suggestion, complaint, comment or concern with the Student Government and have that body support the issue. If the issue is accepted by Student Government, then a representative of the body may request time from the Board Secretary to address the Board about the issue.

Students who are suspended or expelled from school may also appeal to the Board of Directors.

Parents: Many parents choose a charter school for their children in order to be involved in school governance.

Beyond talking directly to the teacher, administrator, or staff responsible for the issue, a parent can also discuss his or her suggestion, complaint, comment, or concern with the FCO and have that body support the issue. If the issue is accepted by the FCO, then a representative of the body may request time from the Board Secretary to address the Board.

However, parental perspective on governance should be kept distinct from the students' and teachers' perspectives, and parents should NOT marshal students or teachers in support of a parent issue.

Teachers: Teachers are central in the democratic process and open communication policy at DaVinci.

The best line of communication for a teacher to express a suggestion, complaint, comment or concern is to talk directly to the Grove Lead or administrator responsible for the issue.

Beyond talking directly to the responsible administrator who is responsible for the issue, a teacher can also discuss his or her suggestion, complaint, comment, or concern with the Faculty Caucus and have that body support their issue. If the issue is accepted by the Faculty Caucus, then a representative of the body may request time from the Board Secretary to directly address the Board.

Contracts must remain private communication between the teacher and the School Director. Disputes can be reported directly or anonymously (by way of the Mediator) to members of the Governance Crew.

A teacher perspective on school issues should be kept distinct from those of parents and students, and teachers should NOT marshal students or parents in support of their issue.

Any grievance at the school will fall into one of three primary categories:

- (1) Complaints about a student, the classroom experience, or with a teacher.
- (2) Complaints or concerns about a school-wide policy or administration.
- (3) Complaints or concerns about a parent or community member involved with the school.

Where a grievance involves an issue arising in the classroom, parents should first seek to resolve the issue with the classroom teacher.

If resolution with the teacher is not feasible or the grievance involves a school-wide policy or another parent at the school, the parent pursuing the grievance should seek to resolve the issue with the School Director. The grievance should be acknowledged via written response within 10 business days.

If resolution with the School Director is not feasible or efforts to resolve the issue have been exhausted, then the parent should bring the grievance to the attention of the Mediator. The grievance should be acknowledged via written response within 10 business days.

Once all efforts to resolve a grievance have been exhausted with the school's staff and leadership, then a parent may bring a grievance to the attention of the Governing Board as follows:

- Any grievances should be made in writing. This allows all parties involved to work from a consistent body of information.
- Submission may be made by this form. Generally, the Board will not address a grievance that is made anonymously, based on hearsay, or made on behalf of another family.
- Generally, the Board will not address a grievance where resolution has not been exhausted through the teachers, staff or School Director.
- Generally, the Board will not address specific grievances about the performance of an individual school employee in a public meeting. Any such grievances brought at a public meeting will be taken under advisement by the Board and responded to at a later time.
- The Board may, at its discretion, notify individual school employees through the School Director about grievances brought against them. Parents may, however, request that they not be personally identified as the party bringing the grievance.

For any grievance presented to the Board, discussion will take place in a closed session. A response via written letter will be sent within (30) thirty days of receipt of the grievance.