



Gateway Lab School

2501 Centerville Road

Wilmington, Delaware 19808

Phone: 302-633-4091 Fax: 302-633-5680

GLS Head of School Grievance Process

Purpose	The GLS Head of School Grievance process was developed to establish a clear process by which any individual affiliated with GLS can present a grievance concerning the GLS Head of School to the GLS Board of Directors, and the GLS Board of Directors can investigate and take any necessary remedial action with respect to the grievance.
Who	Those individuals who wish to seek resolution to an issue or concern regarding the GLS Head of School.
Process Step 1	Submit the Head of School grievance form to any member of the GLS Board of Directors within 10 business days of original issue or concern.
Process Step 2	The receiving board member(s) shall notify the Board President within 2 business days of receipt of a grievance form. The receiving board member(s) shall also notify the individual submitting the grievance form acknowledging receipt of the form within 2 business days.
Process Step 3	The Board President shall appoint an ad hoc grievance committee of directors, consisting of at least three directors and no more than one teacher director, within 5 business days of receiving notice of the grievance.
Process Step 4	The ad hoc committee shall conduct an investigation of the grievance to be concluded within 30 days of the appointment of the ad hoc committee. During the pendency of the investigation, the ad hoc committee shall have the authority to place the Head of School on administrative leave (with pay). The decision to place the Head of School on administrative leave shall only be made in emergency situations where a full meeting of the Board of Directors to address the issue in a timely matter is not feasible
Process Step 5	At the next scheduled GLS Board meeting, the ad hoc committee shall report the findings of its investigation to the full Board. To the extent necessary, the ad hoc committee shall recommend corrective or disciplinary measures, up to and including termination of the Head of School, for the approval by the full Board.
Process Step 6	Within 3 business days of the GLS Board meeting in which the grievance was addressed, the ad hoc committee shall meet with the individual who submitted the grievance and report its findings.



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GLS Head of School Grievance Form

Name: _____

Date of original issue being disputed: _____

Description of original issue/s

Description of any attempted resolution

Remedy sought through grievance process

Signature _____ Date _____

SUBMIT TO ANY MEMBER OF THE GLS BOARD OF DIRECTORS

CONTACT INFORMATION FOR THE BOARD MEMBERS CAN BE FOUND AT:

http://www.gatewaylabschool.org/apps/pages/index.jsp?uREC_ID=286880&type=d&pREC_ID=658555