

*Dispute Resolution and Appeal Process*  
(Adopted Sept. 2010)

Waialae School recognizes the importance of active participation in informal dispute resolution. Waialae also recognizes that collaborative and open process of dispute resolution embodies the school's mission and vision and implants throughout the school community the same goals.

With that in mind, it is the school board's policy that resolution first proceeds through the school's administration prior to an appeal being filed with the Waialae School Board. Any stakeholder may file an appeal, with the local school board once the following criteria have been met<sup>1</sup>:

1. As a matter of course, resolution should first be attempted with the lowest level of authority. For example, a student and/or parent disagrees with a classroom decision by a teacher, a meeting must be held between the teacher in question with the appropriate parties present. If the situation involves a Special Education student, then the Student Services Coordinator and the child's Special Education teacher should also be present; this may include reference to an existing Individual Education Plan.
2. School administration is to be notified of any conflicts or unresolved problems within fifteen (15) days of any failed attempt to resolve. In the event the matter involves a question of legality or adherence to law, the administration should (is to) consult with the State Attorney General assigned to charter schools. After notification of a conflict or unresolved dispute, the school administration is then tasked with attempting resolution prior to the matter proceeding to the local school board. The administration will render a decision as to any conflicts or unresolved issues after meeting with the appropriate parties, and conducting any investigation that may be necessary.
3. In the event the parties disagree with decision of the administration, a request for appeal may be made in writing to the local school board within thirty (30) days from the administration's determination. The written request must include 1) a listing the specific issues in dispute, 2) the parties involved, 3) a brief description of the resolution attempts, 4) the administration's determination and 4) the relief requested.

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<sup>1</sup> This process is not intended to nor does it supplant or replace any rights or procedures afforded to employees or contractors provided protection by collective bargaining agreements.

4. The board will then make a determination as to whether to schedule the matter for hearing and all parties involved in the dispute will be notified of the appeal and hearing, if scheduled, by the school board within ten (10) days of receipt of the appeal. All parties will be requested to appear and be heard. The hearing may be scheduled for hearing at a special meeting or at an executive session during a regularly scheduled board meeting; said scheduling to be at the sole discretion of the school board.
5. In the event, the school board determines that a matter of law is involved the State Attorney General will be consulted. All matters will be decided in accordance with state law and the school policies. It is to be noted here that the school board will not reverse the decision of the administration unless there is a finding that state law was not followed, school policies were not followed, or that an abuse of discretion has occurred. A written decision of the school board will be provided to all parties within twenty (20) days of the hearing date.