

**Sweetwater County School District Number One  
Head Start Program  
Internal Dispute Resolution Policy and Procedure**

**POLICY:**

It is the policy of the Sweetwater County School District Number One Head Start Program to resolve internal disputes between the Policy Council and the Sweetwater County School District Number One Board of Trustees in a timely manner and in a manner consistent with the best interests of the Head Start children and families we serve.

**PROCEDURAL APPLICATION:**

As required by Head Start Performance Standard 1304.50 (h), the procedure to carry out the above policy is presented in written form below:

When a dispute arises between the Policy Council and the School Board, the Board President will be asked to attend a Policy Council meeting where the issues will be discussed.

If resolution is not reached, the dispute will then be presented in writing. Either party may present their stand on the dispute to the other party. The Officers of the Policy Council will meet with the School Board President, the School Board Policy Council Representative, a representative from the Superintendent's office, Head Start Executive Director, and the Head Start Director to negotiate a resolution.

If resolution is still not achieved, an impasse will be declared and a meeting will be convened with representatives of the School Board and Policy Council. A hearing officer will be assigned according to District policy to facilitate a resolution. All interested parties will have an opportunity to be heard.

The process will conclude with the hearing officer providing information and a recommendation for the Board. The Board of Trustees will then make the final decision.

Admin.Docs., Policies/Procedures  
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