

# Alpha Academy

## Grievance Policy For Parents/Students

**Purpose: To provide the procedures parents/students will follow when they have an issue at Alpha Academy that constitute a grievance.**

This policy is in place to respond to parent/student grievances. It is expected that any parent/student with an issue should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is their student's Teacher. If the student/parent is not satisfied with the teacher's response, they should then set a meeting with the grade-level Principal. At that meeting, the teacher, student, grade-level Principal and parent must be present and the issue at hand will be fully discussed. If the parent or student wishes to pursue the matter further, they may then meet with the Director. Similarly, if a parent/student disagree or have an issue with a policy or procedure at the School, the parent/student should set a meeting with the Director. If the parent or student wishes to pursue the matter further, they may then meet with the Superintendent. Similarly, if a parent/student disagree or have an issue with a policy or procedure at the School, the parent/student should set a meeting with the Superintendent. If the parent/student feels that their issue is still a concern after meeting with the Superintendent and the issue meets the definition of a grievance set forth below, the parent/student may initiate the grievance procedures as described below. Many issues that a parent/student has with the classroom, teacher or School will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or grade-level Principal.

1. **Definition of a grievance:** a grievance is defined as a formal written complaint by a parent/student stating that a specific action has violated a School policy, board policy, or law/regulation. A complaint under Title IX is not grievance and this policy does not apply to such complaints.
2. **Time Limits:** A grievance will only be heard if the complaint has been filed within fifteen days of the meeting with the Superintendent. The fifteen-day deadline may be extended at the discretion of the Superintendent.
3. **The grievance process is as follows:**

**Step 1:** If the parties are not satisfied with the decision of the Superintendent, and the grievance meets the definition set forth above, the parent/student must submit a letter in writing stating the School policy, board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation. The parent/student should make all efforts to include any details about the event that may be helpful in the decision making process. The written letter should be submitted to the Superintendent of Alpha Academy and to the Chair of the Board of Directors. If the Superintendent of Alpha Academy is implicated in the grievance, the grievance should only be submitted to the Chair or the Vice Chair of the Board of Directors.

**Step 2:** The Board will review the facts and notify the parties in writing (email accepted) if further action is necessary. If the Board considers the matter should be heard, the parties will be called to meet with the Board. After the hearing, any decision of the Board will be communicated to the Director and the parent/student who filed the grievance within five school days, The Board's decision concerning the grievance is final.