

WAKE PREPARATORY ACADEMY

PARENT/STUDENT GRIEVANCE POLICY AND PROCEDURES

The Board of Directors for Wake Preparatory Academy seeks to provide students, parents, and guardians an opportunity to address concerns in a timely and orderly fashion. The purpose of this policy is to set out procedures for addressing concerns or disputes so as to reach resolution and ensure that all parties' rights are protected. Students, parents, and guardians should attempt to discuss concerns informally with the persons involved before invoking the grievance procedure, except in cases concerning allegations of harassment. If the student, parent, or guardian feels that their issue is still a concern after speaking with the persons involved and that the issue has risen to the level of a grievance, then the student, parent, or guardian may utilize the grievance procedures as described below. The goal of filing a formal grievance is to use the process to reach an equitable solution.

1. **Definitions.**

- a. Grievance - a formal written complaint by a student, parent or guardian, that a specific action has violated a School policy, Board policy, law or regulation. Complaints that do not raise an alleged violation of a School policy, Board policy, law or regulation, do not constitute a grievance and are not subject to these procedures. This policy does not apply in the case of long-term suspension or expulsion where the process set forth in N.C. Gen. Stat. § 115C-390.1 *et seq* shall apply. In addition, a grievance does not include a complaint of harassment, discrimination or retaliation which shall be handled pursuant to other applicable Board policies and consistent with state and federal laws.
- b. Grievant – the student or parent/guardian of a student making the claim.
- c. Day – unless otherwise indicated, day means a weekday excluding Saturday, Sunday, and holidays.

2. Time Limits. A grievance will only be heard if it is submitted within thirty (30) calendar days after the act that is being reported. This 30-day limitation may be extended at the discretion of the School Director.

3. Prior Attempt at Resolution. Disputes between students, parents, and classroom teachers may only be made after a meeting with the parent or guardian, teacher, and administration regarding the dispute has occurred, except in cases concerning allegations of harassment.

4. **Grievance Process.**

Step 1: The student, parent, or guardian must submit the grievance in writing stating the School policy, Board policy, law, or regulation that was violated including details of the action and the place, date, and time of the violation. The Grievant should make all efforts to include any details about the event that may be helpful in the decision-making process. The grievance should be

submitted to the School Director. If the School Director is implicated in the grievance, the grievance should be submitted to the President or Vice-President of the Board of Directors.

Step 2: The School Director will hold a meeting with the student, parent, and/or guardian within five (5) business days of receiving the grievance. Only the parent, guardian, or someone acting in loco parentis shall be permitted to join or represent the student in the meeting with the School Director. The School Director shall provide a written response to the grievance within five (5) business days after the meeting. If the Grievant is satisfied with the School Director's decision, the grievance is considered resolved. The Grievant shall notify the School Director in writing that the grievance has been resolved.

Step 3: If the Grievant is not satisfied with the decision of the School Director, they may submit an appeal to the Board of Directors. The appeal must be submitted to the Board President within five (5) business days of the response from the School Director.

Step 4: Where the grievance is submitted directly to the Board as set forth above or after receiving an appeal, the Board shall consider the matter at its next regularly scheduled meeting, provided such meeting is more than seven (7) days after the submission of the grievance/appeal by the student, parent, or guardian. The Board will consider the grievance/appeal at a meeting in accordance with its Bylaws and the North Carolina Open Meetings Law. Prior to the meeting, at the Board's sole discretion, the Board may request that an investigation be conducted, or additional information gathered regarding the grievance. The student, parent, and/or guardian may attend the Board meeting. The Board will review the written documentation including the decision of the School Director and will issue a final decision within fifteen (15) business days of receiving the grievance or appeal. The Board's decision concerning the grievance is final.

No reprisals of any kind will be taken by the Board or by a school employee against any grievant or other student or employee because of his or her participation in a grievance filed and decided under this policy.

Resources used for this Policy:

Charter Application (p. 40-41)

DPI Training Materials (from Ready to Open Framework)