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Student Complaints Policy

PURPOSE

It is the policy of the Academy Board to honor a student's right of inquiry and to express matters of concern. Students shall be encouraged to settle their grievances at the lowest possible administrative level.

Complaints of discrimination or harassment of a student may be based upon the student's race, color, religion, national origin, ancestry, sex, sexual orientation, or disability and should be processed through the relevant policy. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.

PROCESS

When a student feels that they have experienced unfair treatment from school staff members, or another student, or needs further information to determine whether an injustice has been committed, the student may submit a request for an inquiry into the matter of concern. The request shall be submitted in writing to the teacher or counselor with most direct responsibility for the individual student's instruction or performance in the matters at issue. The request shall state the injustice or unfairness experienced by the student with a clear description of the events that occurred, including dates, locations, and the persons who were involved.

The responsible staff member shall have ten (10) school days to conduct the necessary inquiry and respond to the matters of concern. If the student has reason to believe that all appropriate information has not been considered or that a fair resolution to the grievance has not been achieved, an appeal explaining its rationale may be made in writing within ten (10) school days following the decision. Staff members responding to appeals must issue a response, in writing, within ten (10) school days following receipt of the appeal.

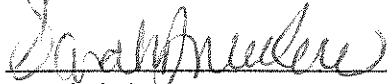
In most cases, the potential adverse party (teacher or administrator) will not need to be present with the student. Rather, all versions of events shall be obtained separately at each level.

The respective levels of review are as follows:

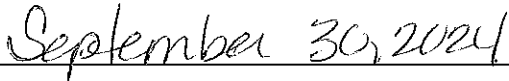
- Level 1 - School teacher, counselor, or activity sponsor
- Level 2 - School Principal or Assistant Principal/Dean of Students
- Level 3 – Executive Director or designee (If the complaint concerns allegations of discriminatory treatment based upon handicap/disability, the request for review should be submitted to the Section 504 Coordinator. If the complaint concerns allegations of discriminatory treatment or exclusion from participation based on gender, the request for review should be submitted to the Title IX Coordinator.)

All other Academy Board policies will remain in full force. All discrepancies between this policy and others shall be brought to the attention and resolved by the Executive Director, or designee. At all times, The Academy will follow current state and federal guidelines.

The Board of Directors at The Academy approved the Student Complaints Policy on Monday, September 30, 2024.



Board Chairperson



Date

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