



Wesley International Academy GRIEVANCE POLICY

Procedure for Student/Parent/Guardian Concern or Grievance

Student grievances are handled at the school site level, and all students will be able to pursue concerns with the Executive Director as necessary. If a parent/guardian has a concern or disagreement, they should schedule an appointment to discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion. Parents/guardians will not be allowed to address concerns with teachers during instructional time. If there is no resolution to the problem, or if the dispute does not involve a specific teacher, the parent/guardian should contact the Executive Director, who will mediate the problem with all parties involved.

If a parent/guardian is unsatisfied with a decision of the Executive Director, or if the Executive Director fails to respond in a timely manner (typically 3 business days), he or she may appeal this matter through a formal appeal letter to the Board Chair and/or Vice Chair and a copy to the Executive Director.

Upon receipt of the formal appeal letter, the Board Chair or Vice Chair will respond in writing or in person within one week. Depending on the issue, the Board Chair may recommend a hearing before the board executive committee, a presentation before the board at a regularly scheduled board meeting, or mediate a solution between the Executive Director and the parent. The board's primary role will be to ensure that the Executive Director is responsive to the person bringing forth the concern or grievance, in a manner consistent with the mission and values of the school.

Procedure for Employee Grievances

An aggrieved employee who is unable to informally resolve the grievance may submit a written request for a meeting with the Executive Director and the other person or persons with whom the staff member has a grievance. The Executive Director will schedule such meeting wherein each party will have the opportunity to be heard and to request relief and will issue a written recommendation as to how the matter should be resolved.

If the aggrieved employee remains unsatisfied with the Executive Director's findings, or if the Executive Director fails to respond in a timely manner (typically 3 business days), he or she may submit a formal appeal letter to the Board Chair or Vice Chair and copied to the Executive Director. Depending on the issue, the Board Chair may recommend a hearing before the executive committee, a presentation before the board at a regularly scheduled board meeting, or mediate a solution between the Executive Director and the employee. The board's primary role will be to ensure that the Executive Director is responsive to the employee bringing the forth the concern or grievance, in a manner consistent with the mission and values of the school. The board's decision (which will be made with the recommendation of the executive committee if such a session was called) will be final in the matter.

Adopted