

The purpose of this Grievance Policy is to address complaints as early as possible at the lowest level, and in a transparent and cooperative manner. The policy is not intended to supplant or preclude other, less formal methods to resolve complaints. ATC encourages informal resolution of complaints, concerns and problems.

Complaints regarding Treatment of a Student

Complaints against Teacher or Staff

Step 1

If a parent, guardian and/or student (“complainant”) has a complaint with treatment of a student by a teacher or staff, the complainant may submit a Grievance, attached as Attachment 1, to the assistant principal. The Grievance must be submitted within 30 days of the complainant learning of facts underlying the complaint. The assistant principal shall promptly forward the Grievance to the teacher or staff whose conduct is the subject of the complaint.

The teacher or staff shall promptly arrange a meeting with the complainant, and make best efforts to fully resolve the complaint. Any resolution shall be set forth in writing by the teacher or staff and the complainant, and signed by both.

Step 2

If a Grievance regarding student academic issues is not resolved, the complainant may submit a Request for Review by Academic Dean, attached as Attachment 2, to the academic dean.

If a Grievance regarding student athletic issues is not resolved, the complainant may submit a Request for Review by Athletic Director, attached as Attachment 3, to the athletic director.

If a Grievance regarding any other treatment of a student is not resolved, the complainant may submit a Request for Review by Assistant Principal, attached as Attachment 4, to the assistant principal.

Any Request for Review must be submitted within 30 days of filing the Grievance.

The academic dean, athletic director or assistant principal shall promptly arrange a meeting with the complainant, and make best efforts to fully resolve the complaint. Any resolution shall be set forth in writing by the academic dean, athletic director or assistant principal and the complainant, and signed by both.

Step 3

If a Request for Review is not resolved, the complainant may submit a Request for Review by Principal, attached as Attachment 5, to the principal. The Request for Review by Principal must be submitted within 30 days of filing a Request for Review.

The principal shall promptly arrange a meeting with the complainant, and make best efforts to fully resolve the complaint. Any resolution shall be set forth in writing by the principal and complainant, and signed by both.

If the Request for Review by Principal is not resolved, the decision of the principal is final. The Final Decision and the reasons therefore shall be set forth in writing and sent to the complainant.

Complaints against Academic Dean, Athletic Director or Assistant Principal

Step 1

If a complainant has a complaint with treatment of a student by the academic dean, athletic director or assistant principal, the complainant may submit a Grievance to the person whose conduct is the subject of the complaint. The Grievance must be submitted within 30 days of the complainant learning of facts underlying the complaint.

The academic dean, athletic director or assistant principal shall promptly arrange a meeting with the complainant, and make best efforts to fully resolve the complaint. Any resolution shall be set forth in writing by the academic dean, athletic director or assistant principal and the complainant, and signed by both.

Step 2

If a Grievance is not resolved, the complainant may submit a Request for Review by Principal to the principal. The Request for Review by Principal must be submitted within 30 days of filing the Grievance.

The principal shall promptly arrange a meeting with the complainant, and make best efforts to fully resolve the complaint. Any resolution shall be set forth in writing by the principal and the complainant, and signed by both.

If the Request for Review by Principal is not resolved, the decision of the principal is final. The Final Decision and the reasons therefore shall be set forth in writing and sent to the complainant.

Complaints against Principal

Step 1

If a complainant has a complaint with treatment of a student by the principal, the complainant may submit a Grievance to the principal. The Grievance must be submitted within 30 days of the complainant learning of facts underlying the complaint.

The principal shall promptly arrange a meeting with the complainant, and make best efforts to fully resolve the complaint. Any resolution shall be set forth in writing by the principal and the complainant, and signed by both.

Step 2

If a Grievance is not resolved, the complainant may submit a Request for Review by Governing Council, attached as Attachment 6, to the Governing Council at gcatc@sfps.info. The Request for Review by Governing Council must be submitted within 30 days of the filing of the Grievance.

The Request for Review by Governing Council shall inform the complainant that he/she may submit additional materials in writing to the Governing Council to substantiate the complaint. The principal may submit materials in writing to the Governing Council to respond to the complaint.

The Governing Council shall schedule an opportunity for the complainant and the principal to appear before the Council at a regular meeting to present their respective positions, and shall notify the complainant in writing of the date, time and place of the meeting.

The Governing Council may hold discussion with the complainant and principal in executive session if authorized pursuant to Section 10-15-1(H)(4) of the Open Meetings Act.

The complainant and principal may bring identified witnesses and additional written materials. The Governing Council may ask questions of the complainant, principal and witnesses.

Based on the record presented, the Governing Council in open session shall vote upon a final decision. The Final Decision and its reasons therefore shall be set forth in writing and sent to the complainant.

Complaints Regarding Facility Conditions or School Policy

Step 1

If a complainant has a complaint regarding conditions of the school facility or a school policy or practice, the complainant may submit a Grievance to the assistant principal.

The assistant principal shall promptly arrange a meeting with the complainant, and make best efforts to fully resolve the complaint. Any resolution shall be set forth in writing by the assistant principal and the complainant, and signed by both.

Step 2

If a Grievance regarding facility conditions or school policy or practice is not resolved, the complainant may submit a Request for Review by Principal with the principal. The Request for Review by Principal shall be submitted within 30 days of filing the Grievance.

The principal shall promptly arrange a meeting with the complainant, and make best efforts to fully resolve the complaint. Any resolution shall be set forth in writing by the principal and the complainant, and signed by both.

Step 3

If a Request for Review by Principal regarding facility conditions or school policy or practice is not resolved, the complainant may submit a Request for Review by Governing Council with the Governing Council at gcatc@sfps.info. The Request

for Review by Governing Council must be filed within 30 days of filing the Request for Review by Principal.

The Request for Review by Governing Council shall inform the complainant that he/she may submit additional materials in writing to the Governing Council to substantiate the complaint. The principal may submit materials in writing to the Governing Council to respond to the complaint.

The Governing Council shall schedule an opportunity for the complainant and the principal to appear before the Council at a regular meeting to present their respective positions, and shall notify the complainant in writing of the date, time and place of the meeting.

The complainant and principal may bring identified witnesses and additional written materials. The Governing Council may ask questions of the complainant, principal and witnesses.

Based on the record presented, the Governing Council in open session shall vote upon a final decision. The Final Decision and its reasons therefore shall be set forth in writing and sent to the complainant.

General

Any deadline under this Grievance Policy may be extended for a reasonable period by the appropriate person or body for good cause shown.

The Governing Council may set forth additional procedures for the meeting with the complainant.

This Grievance Policy does not preclude or supplant any other less formal methods to resolve complaints, concerns and problems.