



Parent, Student, and Staff Grievance Policy

Adopted on 3/1/17 Last Reviewed On 5/29/23 Last Revised On 5/29/23

The Governing Board of the Westside Atlanta Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. The purpose of the Grievances Policy is to ensure that complaints are heard and can be formally escalated when appropriate.

SECTION 1.1. Parents, students, and staff have the right and responsibility to express school related concerns and grievances to the faculty and administration. Parents, students, and staff shall be assured the opportunity for an orderly presentation and timely review of concerns, which will not interfere with regular scheduled classes or school related activities.

SECTION 2. Process. The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority. If an attempt is made and the grievance cannot be resolved at the lowest level of authority, parents, staff and students may bring their grievance to the Executive Director or Dean, as appropriate. If these efforts have been exhausted and the parent, staff or student wants to appeal the outcome of the grievance with the Governing Board Grievance Committee, a written statement should be submitted to the Governing Board Grievance Committee and the Executive Director which includes a description of the grievance and of the steps taken to resolve the grievance at the lowest level of authority as described below.

SECTION 2.1. The levels of lowest levels of authority shall be as follows:

1. Employment/Staff concerns – supervisor
2. Classroom related concerns – teachers
3. School related concerns (including policies, procedures, administration, unresolved classroom related concerns, etc.) – Executive Director or Dean
4. Appeals – Governing Board Grievance Committee

SECTION 2.2. Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

SECTION 3. The Grievances Committee of the Westside Atlanta Charter School Governing Board, composed of the Board Chair, Vice Chair, Secretary, and/or any other board-appointed members, will hear all appeals within 30 days of requests, and render a final decision within 30 days of hearing the appeal. Decisions rendered by the Governing Board Grievance Committee shall be considered final.