

# THE EARLY LIGHT ACADEMY

## **Early Light Academy Grievance Policy & Procedure**

### **PURPOSE**

Early Light Academy (ELA) values all entities that help promote a positive learning environment and encourages students, parents, teachers and staff to become involved in many aspects of the learning process. ELA's board recognizes that there are many correct avenues to achieving success in a school. While many options can be positive, policies may be made by the Board to promote the schools mission, choices may be made by the Director and/ or school staff that all entities involved will not agree with. The Purpose of ELA's Grievance Policy is to empower parents, teachers, staff and students to be a part of ELA's success by outlining a process by which concerns and/or disagreements can be addressed.

### **PROCEDURE**

**If you have a concern with teacher or any staff member of ELA, the following steps shall be followed:**

1. Items involving teachers, staff members or administration should first be addressed with the individual(s) directly involved.
2. If the issue is not resolved at this level, you may address your concern with the administration.
3. If the issue remains unresolved, or the specific issue concerns the administration, a *written complaint\** may be filed with the Board.

**If you have a concern with a policy, procedure or practice at the school, the following avenues of expression are available to you:**

1. Contact the following individuals for directions regarding who to contact: the Board and/or Director
  - a. If the concern is directly related to administrative practices or procedures, you may address your concern directly with the Director.
  - b. If your concern is directed to the Parent Teacher Organization, you may address your concern directly with the PTO president.
  - c. If your concern deals with school policy, you may address the Board in a formal Board meeting during the "public comment" portion. You may also request to be added to the meeting agenda by contacting the President of the Board, 3 working days prior to the scheduled meeting date. It is important to note that the Board President has discretion over the Board Meeting Agenda items.

**If you feel you or your child has been treated unfairly, discriminated against, or treated in a manner that is in violation of state or federal law:**

1. You may file a *written complaint\** with the Director, and if you wish, make an appointment to discuss the issue.

THE EARLY LIGHT ACADEMY

2. You may file a *written complaint*\* with the Board.
3. You are welcome to attend ELA's board Meeting and bring the issue to the Board during a regularly scheduled public comment period.

*\*Written complaints shall specify the individual(s) involved, details of the incident(s) spurring the complaint, including dates and approximate times, and details of an attempt to rectify the situation.*

  
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Mia Prazen - ELA Board President

  
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Date