

LAKE OCONEE ACADEMY
GRIEVANCE POLICY AND PROCEDURE
May 30, 2013

The following procedure will be followed whenever a parent/guardian of a student at Lake Oconee Academy has a grievance with any policy, decision or action of any faculty or staff member, or administrative personnel, at Lake Oconee Academy.

The parent/guardian shall first set an appointment to meet with faculty or staff member, or administrative personnel involved in the grievance. The parties will make a good faith effort to informally resolve the issue. Either the faculty or staff member, or administrative personnel, or the parent/guardian may request that the Executive Director or his/her designee be present. If the grievance is with the Executive Director, either party may request that the Chairman of the Board of Governors be present.

If the issue is not resolved, the parent/guardian may ask for a meeting with the Executive Director. The parties will make a good faith effort to informally resolve the issue. If the grievance is with the Executive Director, the parent/guardian may proceed immediately to a written request for a hearing before the Grievance Committee (the "Committee").

The Committee shall be composed of the Executive Director (except in the case of a grievance involving the Executive Director) who shall serve as an ex-officio member but shall not vote on any matter, the Chairman of the Board of Governors and two additional members of the Board of Governors appointed by the Board Chairman.

If the issue remains unresolved, the parent/guardian may file a written request with Lake Oconee Academy to have the issue heard by the Committee. The written request shall include a written statement and details of the grievance and requested outcome. The Committee shall set and convene a hearing as soon as possible, but not more than 30 days from receipt of the request. Any party may bring to the hearing any associated person in support of its position. The name of the party or parties attending shall be submitted to the Committee at least 48 hours prior to the hearing.

The decision of the Board is final. The Committee shall prepare a written decision with findings and mail the decision to the parent/guardian within ten (10) days following the hearing.

A parent/guardian is defined as anyone who has educational decision-making powers for the student as defined by State Law.