

H.5 GRIEVANCE POLICY

The Public Academy for Performing Arts strives to provide students with a positive, productive, safe, healthy, orderly environment in which they can thrive in academics and the arts. To this end, issues may arise that cannot be resolved at the classroom or administrative level, resulting in the need for intervention by the PAPA Governing Council. Thus, PAPA has instituted the following chain of procedure in regard to parent grievances:

1. If there is an academic or behavioral concern involving a student in the classroom, the first step is for a parent to contact the teacher.
2. If the concern cannot be resolved with the teacher, the parent may choose to present the concern to PAPA administration – the Director of Special Services for Special Education Concerns; the Assistant Director for discipline concerns; or the Executive Director for academic and other concerns.
3. If the concern was brought to the Director of Special Services or the Assistant Director and could not be resolved, the next step is to present the concern to the Executive Director.
4. If the concern cannot be resolved with the Executive Director, the parent may choose to appeal to the Governing Council for intervention through the following:
 - a. Present a written grievance statement to the Governing Council President detailing the situation and the resolution efforts within 5 work days after meeting with the Executive Director.
 - a.b. The Governing Council President, via the Executive Director, shall provide the written grievance to the person(s) that are the subject of the grievance. The person(s) that are the subject of the grievance may submit to the Governing Council President a written response to the grievance.
 - c. Within 10 work days of receipt of the written concern, the voting members of the Governing Council will meet.~~in Executive Session to discuss the concern.~~
 - b.d. The grievance proceeding will be held in Executive/Closed Session. At the beginning of the Executive/Closes session of the meeting the President will read the ~~concern~~ grievance and allow the parent to make a statement providing any additional information. Written response(s) from the person(s) that are the subject of the grievance will also be read and will be allowed to make a statement providing any additional information. ~~The parent and Governing Council may choose to bring legal representation to the meeting.~~ The parent and his/her representatives along with the person(s) that are the subject of the grievance will then be excused from the meeting to allow the Governing Council to discuss the grievance.
 - e. The parent and Governing Council may choose to bring legal representation to the meeting. The parent must notify the Governing Council President at least 72 hours in advance of the meeting if the parent will bring legal representation.
 - e.f. The Governing Council's decision on the grievance will be made in open session and a written response to the grievance will be made within 5 work days of the ~~will respond to the grievance with a written response within 5 work days of the~~ Executive Session. The Governing Council's open session action shall not be specific enough to violate the privacy of employees, students, or other protected acts.
 - d.g. The Governing Council's response is final.