



## **Grievance Policy:**

A grievance may be filed when it is alleged that a student has been treated unfairly or had not been afforded due process.

A grievance may be filed when it is alleged that any student or group of students is being:

- Denied access to an appropriate educational opportunity
- Denied participation in any school activity for which the student is eligible
- Denied the opportunity to compete for a position in an activity where the selection is limited
- Subjected to an unreasonable regulation, procedure or standard of conduct

## **Procedures:**

The grievance should be filed in writing to the Head of School within 3 school days of the action.

A meeting with administration shall be held within 3 school days of receiving the grievance. This meeting shall include the grievant and the person(s) who allegedly treated the student unfairly.

If the meeting does not resolve the complaint, the grievant may request, in writing, additional follow up. The Head of School will then investigate the grievance by reviewing any relevant documents, interviewing those involved, etc. The Head of School will then determine next steps and will communicate a written determination within 3 school days of the meeting.

## **Grievances for Disciplinary Action:**

For short-term suspensions: The grievance will be processed by the Head of School. The process will follow the above procedures.

For long-term suspension, alternative placement or expulsion: The grievance will be processed by an FSMA Board Committee (3-5 current Board Members). The process for filing a grievance for a long-term suspension, alternative placement or expulsion decision is:

- Any grievance should be submitted in writing to the Head of School within 3 days of the action or communication of the consequence.
- A grievance committee, formed by 3 – 5 FSMA Board Members, will convene within 3 days of receiving the grievance. The Head of School will facilitate the meeting but will not be a voting member of the grievance committee.

*Grievance Meeting:* At the beginning of this meeting, the parent/student will be invited to share their reason for the grievance or any additional information they would like the committee to take into consideration. The parent/student may also provide a written statement if they are unable to attend or would prefer to submit a written statement. After the parent/student shares any information, the committee will meet to review the evidence, facts, statements, related documents, interviews, etc.

If it is determined that the student was treated unfairly or not afforded due process, the committee will make a determination to accept or not accept the consequences.



## **Appeal Policy**

### **For Level 1 or Level 2 Offenses:**

The appeal should be filed in writing to the Head of School within 48 hours of the action.

A meeting with the Head of School shall be held within 3 school days of receiving the appeal. This meeting shall include the administrator who imposed the consequence and the parent submitting the appeal.

Following the meeting, the Head of School will determine if any changes will be made to the actions or consequences being appealed.

### **For Level 3 Offenses:**

A family may appeal the decision of the Discipline Review Board (DRB).

The appeal should be submitted in writing to the Head of School within 48 hours of the notification of the consequences.

An appeal committee, formed by 3 – 5 FSMA Board Members, will convene within 3 days of receiving the appeal. The Head of School will facilitate the meeting but will not be a voting member of the appeal committee.

*Appeal Meeting:* At the beginning of this meeting, the parent/student will be invited to share their reason for the appeal or any additional information they would like the appeal committee to take into consideration. The parent/student may also provide a written statement if they are unable to attend or would prefer to submit a written statement. After the parent/student shares any information, the appeal board will meet to review the evidence, facts, statements, related documents, interviews, etc. The information will be presented by a representative of the DRB.

The appeal committee will make a determination to accept the consequences determined by the DRB or will recommend different consequences.