



PEPIN ACADEMIES

Grievance and Appeals Policy

A grievance is a situation occurring in the course of the school's operation which causes an individual to consider themselves legally wronged.

Pepin Academies believes that grievance or appeals to the Board of Directors should come only as a last resort. We value and foster an environment that welcomes early identification of concerns via early points of contact with the hopes of mutual resolution. Open communication is important to meeting the needs of everyone at the Pepin Academies and ensuring the schools provide a safe place where "belonging leads to learning".

The date, time, and location of the Board meetings are posted on the school calendar via the website. All Board meetings are open to the public and the agenda provides an opportunity for public inquiry. There may be times, however, where individuals have concerns with decisions by school personnel that they would like the Board to consider in a more formal matter, such as a grievance or appeal. This policy identifies the process by which individuals can have their grievance or appeals heard via the Board.

The procedure for having the board formally address a concern is as follows:

First Point of Contact- Teacher or Job Coach

As the first line of recourse, contact the teacher to discuss any concerns you may have regarding your child and seek to resolve the concern with the teacher. If the concern is not resolved, or the teacher is involved in the concern, you are encouraged to contact the next point of contact.

Second Point of Contact - Campus Assistant Principal, Director or Principal

If your concern remains unresolved after meeting with the teacher, or the teacher is involved, then contact the campus Assistant Principal or Principal. If the Assistant Principal is involved, then contact the Principal. If the concern is not resolved, or both the Assistant Principal and Principal are involved, then you are encouraged to contact the next point of contact.

Third Point of Contact- Collaborative Group Administrator

If your concern remains unresolved after meeting with the teacher and Principal, or the teacher and Principal are involved, then contact either the Chief Operating Officer or Executive Director of Pepin Academies Collaborative Group. If the concern is not resolved, or members of the Collaborative Group are involved, you are encouraged to contact the next point of contact.

Fourth Point of Contact- Board of Directors

If your concern remains unresolved after meeting with all the above points of contact, or they are all involved in the issue of concern, you are encouraged to contact the Parent Liaison representative on the Board of Directors. Contact information for the Parent Liaison of the Board of Directors may be obtained by contacting the Pepin Academies Executive Assistant to the Collaborative Group at 813-540-0206. Please note, although all Board of Director meetings are open to the public, if the Board of Directors deems addressing the concern is appropriate, specific details about students will not be addressed in public forum to protect the rights of the student under FERPA. If meetings regarding student concerns are warranted at the board level, those meetings will be closed door, minutes will be taken, but those minutes will not be made public, again to protect the rights of the student.