

## **Equal Opportunity and Non-Discrimination**

It is always Tapestry Public Charter School's policy to provide equal opportunities without regard to race, color, gender, religion, national origin, disability, genetic information, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, access to facilities, financial aid, or employment. Inquiries regarding the School's Equal Opportunity and Non-Discrimination policies, Title VI and Title VII of the Civil Rights Act of 1964, Title IX, Georgia Equity in Sports Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act may be referred to the school administrators. If an individual feels they have been discriminated against or treated unfairly, he or she should immediately report concerns to the Principal, teacher, counselor, or other school administrators. A formal complaint may be filed in accordance with this Grievance Process. Retaliation on account of filing a complaint at any level is strictly prohibited.

The following person has been designated to coordinate compliance efforts regarding the School's non-discrimination policies:

Matt Tyson, Ed.D

[mtyson@tapestrycharter.org](mailto:mtyson@tapestrycharter.org)

## **Grievance Process**

The purpose of this grievance policy is to settle any complaint or grievance of a student enrolled in Tapestry Public Charter School for allegations of harassment, discrimination, or any other grievance for which a complaint or appeals process has not been defined elsewhere.

### **Level I – Informal Discussion**

Students and parents are encouraged, but not required, to seek resolution through an informal discussion with the appropriate school personnel prior to filing a formal complaint. If the grievance or complaint is related to classroom concerns, the student or parent should request a meeting with the teacher to respectfully discuss and seek a reasonable resolution. Questions about appropriate school personnel in other matters should be directed to the school Principal or Vice Principal. Any complaint that involves the actions of another student should be discussed with the Principal or Vice Principal. Under no circumstances should parents approach another student for informal resolution.

### **Level II – Formal Complaint**

In the event that a satisfactory resolution cannot be reached through informal means, the aggrieved party must file a written complaint with the Principal or his or her designee within 30 days of the alleged wrongful act or violation. The written complaint must, at a minimum, include the following information:

- The date(s) of the alleged wrongful action;
- The name(s) of the school employees and/or students allegedly involved in the wrongful act;
  - A written statement detailing the specific allegations;
- The specific law or School policy allegedly violated;
- The names and contact information, if known, of any witnesses to the alleged wrongful acts;

- A clear statement of relief sought by the complainant.

Upon receipt of the written complaint, and any supporting documentation, the Administrator will determine the nature of the grievance and begin collecting all the relevant information and data. Following an investigation, the Administrator will make every effort to provide the complainant with a written decision within thirty (30) working days of the receipt of the complaint. If circumstances require additional time for investigation, then an update on the status of the investigation with the estimated time of completion shall be provided on this date.

### **Level III – Appeal**

The original complainant may appeal this decision to the School's Board of Directors within ten (10) calendar days of receiving the written Level II decision.

The appeal, which will be limited to the matter under review, must be filed, in writing via email, with the Chair of the Board and Vice Chair of the Board and state the reasons for the appeal, including the specific reasons for dissatisfaction with the initial decision. If needed, the Board may request additional written information from the grievant and/or other persons involved with the complaint.

The Board shall review the facts and findings of the investigation, conduct a supplemental investigation if required and, if practicable, issue a written decision within thirty (30) working days of receiving the request for appeal. The decision of the Board will be final.