

Parent Grievance Policy

Equal Opportunity and Non-Discrimination

It is always BIA'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 BIA'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 Head of School, teacher, counselor, or other school administrators. A formal complaint may be filed in accordance with the Student-Parent 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 nondiscrimination policies:

Head of School
Brookhaven Innovation Academy
182 Hunter Street
Norcross, GA 30071

Student-Parent Grievance Process

The purpose of this grievance policy is to settle any complaint or grievance of a student enrolled in Brookhaven Innovation Academy 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 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. Questions about appropriate school personnel in other matters should be directed to the Assistant Principal.

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 Head of School 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 decision. The appeal, which will be limited to the matter under review, must be filed, in writing, with the 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 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.

Governing Board of Directors

BIA is a public charter school. The Governing Board establishes policies that guide the school.

- The basic responsibilities of BIA’s Governing Board align with the following areas of decision-making authority as identified in The Charter Schools Act of 1998: personnel decisions, financial decisions, resource allocation, establishing and monitoring the achievement of school improvement goals, and school operations.
- BIA’s Governing Board will uphold the mission and vision of the Brookhaven through visible leadership and stewardship. Leading by example in personal and professional endeavors, this Board will provide strategic oversight impacting education of Brookhaven Innovation Academy students and will connect the school to the broader local and state communities.
- BIA’s Governing Board will provide expertise to the school, assist with fundraising, and drive key governance functions and legal responsibilities including management oversight, strategic planning and policymaking, and fiduciary requirements.
- BIA’s Governing Board will work to ensure there are adequate resources and local partnerships; serve as a support mechanism on personnel, community, and grievance matters; and support the school and its staff in accomplishing performance goals set forth in the charter application. Information about our Governing Board can be found on our webpage.
- BIA’s Governing Board will typically meet on the second Thursday of each month at 7:00 pm. Meeting information and the agenda will be posted on the BIA website 24 hours in advance of the meeting. Anyone is welcome to attend the public portion of the meetings.