

HIGHROAD ACADEMY POLICY & PROCEDURES

Parent and Student Appeal Policy

At Highroad Academy, we endeavor to make every decision based on the Biblical standards. To the best of our ability, we use godly wisdom to resolve any conflict that arises. If, however, a parent or student is unsatisfied with a decision, they may appeal to the leadership of the school using the following process:

1. The parent or student that has a dispute must first seek resolution with the teacher involved. An informal meeting will occur to discuss the situation in question. It is the teacher's responsibility to write a detailed report of this meeting. If the dispute cannot be resolved satisfactorily then step two must be taken.
2. When step one does not resolve the dispute, the parent or student will arrange a meeting with the head teacher of the grade level involved. It is the head teacher's responsibility to complete a detailed report and give it to the principal. If the situation in question cannot be resolved satisfactorily, then step three must be taken.
3. When steps one and two do not resolve the dispute, the parent or student may appeal in writing to the school principal. Within seven days of receiving the written appeal, the parent or student will be contacted to set up an appointment with the principal. If the situation in question cannot be resolved satisfactorily, then step four must be taken.
4. When steps one through three do not resolve the dispute, the parent will appeal in writing to the chairman of the Highroad Academy School Board. The written appeal must be received within thirty days of the completion of step three. Further information on this procedure is available at the school office. Within seven days of receiving the written appeal, the parent will be contacted to set up an appointment with the school board. The Principal will only participate in the appeal for the purpose of providing evidence and will not be present when the parent is presenting their case or participate in decision-making at appeal levels. The decision of the school board will be put in writing and given to all parties concerned in timely fashion. If the situation in question cannot be resolved satisfactorily, then step five must be taken.
5. When steps one through four do not resolve the dispute, the parent will appeal in writing to the ACSI (Association of Christian Schools International) Appeal



Committee. The ACSI Appeal Policy is available upon request at the school office. The decision of the ACSI Appeal Committee is final.

