



## Global Academy of South Carolina : K-8

Tuition - Free Public School

9768 Warren H Abernathy Hwy, Spartanburg, SC 29301

(864) 765-0004 | [Info@gacademysc.com](mailto:Info@gacademysc.com) | [www.gacademysc.com](http://www.gacademysc.com)

### GRIEVANCE PROCEDURES FOR PARENTS/GUARDIANS

#### Step I

Governing board has appointed a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The complaint must be presented to the appointed parent liaison of the school in writing or by email within 5 calendar days after the most recent incident upon which the complaint is based:

Parent Liaison  
9768 Warren H Abernathy Hwy  
Spartanburg, SC, 29301  
[info@gacademysc.com](mailto:info@gacademysc.com) Attn: Parent Liaison

#### Step II

A complainant dissatisfied with the decision of the parent liaison may present the complaint orally, in writing or by email to the principal within ten (10) calendar days after the most recent incident upon which the complaint is based. Email address: [info@gacademysc.com](mailto:info@gacademysc.com) attn: Principal. Any witness or other evidence should be provided at this time. The Principal will conduct an investigation and render a written decision within ten (10) calendar days of the filing of the complaint.

#### Step III

A complainant dissatisfied with the decision of the Principal or Designee may appeal to the Board of Directors by mailing a written complaint to: 9768 Warren H Abernathy Hwy, Spartanburg, SC, 29301 or emailing the Board Chair at: [board@gacademysc.com](mailto:board@gacademysc.com). The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the Principal. The Board of Directors will review the complaint at the next regularly scheduled Board meeting.

\*Parent/Guardian, please follow provided steps in order listed in the policy to ensure that proper protocols and appropriate actions are taken during the process of presenting the complaint.

\*\*Complaints submitted without following proper protocols will be sent back to the appropriate party described in the steps above.