



Notice of Grievance Procedures

Anyone who believes that the Friends of King Charter School has violated Title VI, Title IX, Section 504, Title II, and/or the Age Act may submit a complaint pursuant to FOKS Grievance Procedures. A copy of the grievance procedures can be found below or obtained upon request by contacting the school administration at 1617 Caffin Avenue New Orleans, LA 70117 or calling 504-940-2243.

Grievance Procedures

FOKS is committed to providing the best possible conditions for all members of the school community including students, families, visitors, teachers and administrators. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from school supervisors and administrators. Fair and honest treatment of all students, family members, visitors and employees is our goal. In pursuit of that end, we encourage everyone to treat the other with respect.

If a student, parent/guardian, or visitor disagrees with established rules of conduct, policies or practices, or feel that

he/she have been treated unfairly, he or she may express his or her concerns through the following problem resolution procedure. No person will be retaliated against or penalized formally or informally, for voicing a complaint with FOKS in a reasonable, professional manner or for participating in the investigation of a complaint pursuant to the grievance procedure.

A student, parent or guardian may initiate the grievance procedure to appeal any final decision of school personnel except as provided in section A below. A person may initiate the grievance procedure to resolve complaints of discrimination based upon race, color, national origin, sex, age or disability. This grievance procedure does not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

A. This policy does not apply in the case of suspension or expulsion or in the case of alleged sexual harassment where the provisions of the Sexual Harassment Policy apply.

Step I – Principal Conference – A parent or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the principal to discuss the grievance and seek resolution. If a complaint of discrimination is being made

against the principal, the written request can be submitted to the Chairman of the Board of Directors, who will designate an appropriate individual to investigate the complaint. The request shall state in detail the basis for the grievance, name the specific policy, rule or law believed to have been violated, and specify the relief being sought. The written complaint can be sent or delivered to: Board of Directors 1617 Caffin Avenue New Orleans, LA 70117.

(a) No grievance will be heard unless it has been filed in writing within thirty (30) calendar days after the act or condition giving rise to the grievance and such filing must state with particularity the basis for the grievance, the policy regulation and/or procedure, rule or law believed to have been violated, and the remedy sought.

(b) The principal shall initiate an adequate, reliable and impartial investigation and grant a conference within five (5) school days following receipt of the written complaint.

(c) The person making the complaint will be permitted to present any information, documents, or witnesses that he/she would like to be considered as part of this conference and investigation. All information related to the conference and investigation will remain confidential.

(d) Within ten (10) school days of the conference, the principal (or president of the Board of Directors) will respond to the complaint in writing summarizing the outcome of the investigation and any corrective or remedial action necessary.

Step II – Appeal to President of the Board of Directors – If the grievance is not resolved at Step I, the grievant may appeal the decision in writing to the President of the Board of Directors. The written appeal can be sent or delivered to : Board of Directors 1617 Caffin Avenue New Orleans, LA 70117.

(a) The appeal must be made within five (5) school days following receipt of the principal’s written response. The President of the Board of Directors, or her designee shall review the complaint, the principal’s response, and all information presented as part of the investigation, and meet with the individuals involved, if necessary.

(b) Within 15 school days of receiving the appeal, the President or her designee shall respond in writing summarizing the outcome of the appeal and any corrective or remedial action necessary.