

Adopted: November 25, 2014  
Amended: May 27, 2020  
Board Approved: May 27, 2020

## **104 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

### **I. PURPOSE**

Woodbury Leadership Academy (WLA) takes seriously all concerns or complaints by students, employees, parents, or other persons

### **II. GENERAL STATEMENT OF POLICY**

Students, parents, employees or other persons, may report concerns or complaints to WLA administration. Complaints can be submitted in writing or verbally. WLA administration may refer the complaint to the Board of Directors (BOD). Any complaint involving the WLA Executive Director must be submitted to the BOD chairperson. The BOD chairperson may determine the nature and scope of the investigation or follow-up procedures. WLA administration will determine the nature and scope of the investigation or follow-up procedures.

All procedures and correspondence will follow state and federal laws.