



**LAKE FOREST**  
CHARTER  
*2013 National Blue Ribbon School*

*Mardele S. Early*  
Founding  
Chief Executive Officer

*Robert M. Bell, IV*  
Principal

## Parental Concerns and Appeals Procedures

Lake Forest Charter School will address any concerns promptly and fairly. Any parent/guardian may bring a concern forward. The process below has been established so that parents/guardians may bring concerns to the attention of the appropriate party:

1. If a concern arises from a school situation, parents/guardians should first discuss it with the teacher or staff member(s) most directly involved.
2. If the parents/guardians believe that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with the Student Coordinator and/or the Instructional Facilitator in an attempt to reach a resolution.
3. If the parents/guardians believe that the situation has not been resolved, concerns should be taken to the Assistant Principal and/or Director of Curriculum & Instruction.
4. If the parents/guardians believe that the situation has not been resolved, concerns should be taken to the Principal who will review all supporting documentation and work with all parties involved to come to a resolution.
5. If the parents/guardians believe that the situation still has not been resolved, a written request for an appeal must be brought to the CEO as the final arbiter of the matter, who will then investigate the matter to ensure that the previous steps (1-4) have been appropriately documented and completed. The CEO will record the concern and will address any concerns regarding appeal of a disciplinary decision, or any action or inaction take by the school administration, within five (5) school or business days.
6. If the parents/guardians believe that their matter still has not been properly addressed, they may appeal in writing to the President of the Lake Forest Charter Board of Directors. The President of the Lake Forest Charter Board of Directors will appoint a hearing committee, which shall include the parent representative on the board, the CEO, and the Board President or designee to investigate the complaint and resolve it. The hearing committee will make the final decision. The parents/guardians will be notified of the decision within five school or business days of the meeting of the committee.