

**Student Alternatives Program Inc
Local Academy Charter High School
Grievance/Complaint/Due Process Timelines**

| Grievances/Complaints | Due Process |
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| Person knows or should have known complaint. (15 days to) | Date of Incident (7 days for) |
| Submit complaint in writing to Academy Director. (7 days for) | Academy Director to hold conference with parents. (7 days for) |
| Academy Director to hold conference with person. (7 days for) | Parent to appeal to LMAB or its designee. (10 days for) |
| Academy Director to respond to complaint. (7 days for) | LMAB to hold hearing. Parent must be notified at least 3 days before the hearing. 10 days may be extended by mutual consent (7 days for) |
| Parent to submit appeal to Superintendent. (10 days for) | Parent to appeal to SAPI Board. (Time till next meeting) |
| Superintendent to hold conference with person. (7 days for) | SAPI Board holds hearing. Decision final. (2 days for) |
| Superintendent to respond (7 days for) | If expelled, SAPI Board or designee will notify parents and Juvenile Court. |
| Person to appeal to SAPI Board. (Time till next Board meeting for) | |
| SAPI to hold hearing. (Time till next Board meeting for) | |
| SAPI to respond if it wishes. No response upholds Superintendent's decision. | |