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Virtus Academy of South Carolina
Student Grievance Policy

Purpose: The purpose of this policy is to provide a clear and efficient process for reviewing and resolving student grievances, which may be filed and pursued by a student's parent or guardian. VASC will keep all grievance proceedings confidential to the extent permitted by law.

The VASC student grievance process may be used by VASC students or their parents or guardians as follows:

1. To address an alleged violation of applicable law or regulations that directly affects the student.
2. To address an alleged violation of VASC Board Policy that directly affects the student.
3. To address an alleged violation of VASC charter compliance that directly affects the student.
4. To address alleged discrimination or harassment against the student.

A student who files a grievance has the right to be represented by legal counsel at the student's own expense.

If the timelines set forth herein are not met, the grievance may be deemed waived by the VASC official(s) charged with investigating and deciding the grievance.

The VASC official(s) charged with investigating and deciding grievances are entitled to extend the timelines herein for investigating and issuing decisions if necessary to conduct a thorough and complete investigation into a grievance or appeal.

Step One: Informal Discussion and Chain of Command Procedures

Subject to the following paragraph, the aggrieved student must first initiate an informal discussion with the other person(s) involved in the incident giving rise to the grievance within ten (10) school days of the incident or when the aggrieved student learned of the incident for the purpose of attempting to resolve the grievance.

If the grievance includes allegations of discrimination or harassment against the student, the student is not required to initiate an informal discussion with the person(s) allegedly discriminating against or harassing the student, and the student may proceed immediately to Step Two.

Step Two: Submit a Written Grievance to the CEO

If the informal discussion/escalation procedure as outlined does not resolve the student's concerns, the student may within ten (10) school days after the informal discussion submit a written Grievance Form to the CEO. If the grievance includes allegations of discrimination or harassment, the student shall submit a written Grievance Form within ten (10) school days of the incident or when the student learned of the incident to the VASC CEO, or to the VASC Board of Directors pursuant to Step Three if such allegations are against the CEO.

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The student must include in the Grievance Form a description of the grievance, the actions already taken by the student to attempt to resolve the grievance, and the relief requested. A Grievance Form that does not contain such information will be deemed incomplete and returned to the student to complete within the required timeline. Submission of an incomplete Grievance Form does not extend the required timeline. Only the issues set forth in the written Grievance Form shall be considered thereafter.

Upon receipt of a Grievance Form, within fifteen (15) school days the CEO shall schedule a conference with the student and any other individual(s) deemed necessary by the CEO to discuss the allegations. The CEO shall issue a written decision to the student within ten (10) school days of the conclusion of the conference(s).

Step Three: Final Appeal to the VASC Board of Directors

If a student is not satisfied with the CEO's written decision, the student may submit a written appeal to the VASC Board of Directors within ten (10) school days of receiving the CEO's written decision, which can be accomplished by submitting the written appeal to the VASC Board Chair. The written appeal must include a copy of the original written Grievance Form, a copy of the CEO's written decision, and a written description of why the student was not satisfied with the CEO's written decision. An appeal that does not contain such information will be deemed incomplete and returned to the student to complete within the required timeline. Submission of an incomplete appeal does not extend the required timeline.

Within thirty (30) days of receipt of a written appeal (or the original Grievance Form if the grievance involves allegations of discrimination or harassment against the CEO and is filed directly with the Board), the VASC Board of Directors will schedule a hearing date and provide the student with notice of the hearing date and the procedures for the hearing. All hearings conducted pursuant to this Grievance Policy are considered non-adversarial. After the hearing, the VASC Board of Directors will issue a written decision within ten (10) business days, which will be final and binding. The VASC Board of Directors is entitled to extend these timelines if necessary for the purpose of conducting a thorough and complete investigation.

Legal Reference(s):
S.C. Code Ann., 1976, as amended:
Section 59-4-60(F)(13) – Charter School Grievance Procedure

Adopted by the Board on 10/27/2026
Board Secretary: Signed by: Dr. Machell Sprawse 76F2F40E11534E5...

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