

Grievance Procedure

If a student or applicant feels he/she has been unfairly treated, he/she may appeal any policy or procedure. First, the student is to discuss the matter with his/her program instructor. If the conflict still exists, the student should then talk with a school coordinator. If the conflict persists, the student may make an appointment with a school administrator. If the conflict is still unresolved, the next appointment is with the director of the Academy. After the director's review, the student may appeal the decision in writing to senior director of technical colleges, followed by the assistant superintendent of teaching and learning, the superintendent of The School District of Lee County, and finally the School Board of Lee County.

If a student feels his or her concerns have not been satisfied on the local level, the student is free to write to the following address, which is the accrediting body for the school:

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

(770)396-3898