



## Grievance Policy

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### I. **Board Policy**

Summit Academy and Summit Academy High School is committed to provide a positive, proactive approach to problem-solving and that parents and staff can resolve their concerns through open, respectful communication as outlined below:

#### A. **Parents**

A parent who has an honest complaint regarding a staff member should, in good faith, address his/her concern with the involved employee(s) and work in a timely, reasonable and cooperative effort to resolve the concern. If the parent is unsuccessful in resolving their complaints with the involved employee(s), they may address their concerns directly with the Principal or designated staff member and work in a timely, reasonable, and cooperative effort to resolve the concern.

#### B. **Staff**

An employee who has an honest complaint regarding another employee must first address his/her concern in good faith with the other employee and work in a timely, reasonable and cooperative effort to resolve the concern. If the employee is unable to resolve complaints through these efforts, he/she may address concerns with the Principal in a similar manner. An employee who has an honest complaint involving the Principal must address his/her concern in good faith with the Principal and work in a timely, reasonable, and cooperative effort to resolve the concern.

#### C. **Executive Director**

If the parent and/or employee is unable to resolve complaints through efforts covered in subsection A or B, he/she may address concerns with the Executive Director in a similar manner.

#### D. **Board Appeal**

In the event that a parent and/or employee complaint has not been resolved by good faith efforts at the administrative level, the complaint may be directed to the Governing Board in a detailed, written appeal specifying:

1. the individual(s) involved details of the events that led to the complaint,
2. dates and approximate times,
3. details of good faith efforts to resolve the problem, including dates and approximate times, and,
4. the requested solution.

The governing board will carefully and objectively consider the appeal. The board may, at its discretion, gather additional information from the complainant, other employees, administration, and/or from professional consultants. The board will take any action it deems appropriate and reserves the right to deny appeal consideration if the complainant has not initiated problem-solving efforts with the individual(s) involved in the complaint.

It should be noted that this policy is in no way intended to discourage or limit any individual's legal responsibility to report unlawful activities as mandated by state and federal



law. Additionally, this policy does not alter in any way the school's status as an at-will employer and does not preclude the school from discontinuing employment even if the employee has submitted an appeal.

**II.** References

**III.** Attachments  
N/A

**IV.** Revision History and Approval Date

Version 1: October 2018 Effective

Version 2: November 17, 2020: Updated format and changed 'must' to 'may' in section 1.B.