
I. PURPOSE

Athlos Academy recognizes the right of any of its staff, students, parent/guardians or community members to file a formal grievance, only in cases where traditional methods of communication have failed to resolve an issue.

II. POLICY

- A. Grievances should first be expressed at the local level; through direct communication between the complainant and the person most able to resolve the issue (i.e. teacher, staff member, or administrator).
- B. If an issue is not satisfactorily resolved through direct communication the issue may be elevated to the attention of school administration by scheduling a meeting with the Lead School Administrator or designee through the front office.
 1. If a resolution cannot be reached between the complainant and the Lead School Administrator, the complainant may file a formal grievance.
 2. Athlos Academy's formal *Grievance Form* shall be completed and submitted to the front office within thirty (30) days from the incident that resulted in the grievance.
 - a. The designated school administrator shall readdress the situation and send a written decision to the complainant within five (5) working days.
 - b. If the complainant is not satisfied with the administrative decision he/she may appeal to the Athlos Academy Governing Board and a written decision shall be sent back to the complainant within forty-five (45) working days following the receipt of the grievance.
 - c. If the complainant wishes to appeal the decision yet again, he/she may appeal directly to the USOE.
 - d. All grievances must include a written record of all communications and administrative meetings.
 3. Issues escalated to the Athlos Academy Governing Board shall be addressed in compliance with Utah Open Meeting Law.

Legal References:

[Utah Admin R277-483](#)

[Utah Code § 52-4-201](#) (Open Meeting Law)

Related Documents:

[Grievance Form](#)