

# Jefferson Academy and Summit Academy's Communication Pathway - Grievance Process

Any person having a disagreement with a teacher or the administration should make every attempt to settle the problem directly with that person. Should it not be settled, the two parties should go to the next in line of authority to arbitrate the concern.

Classroom Issues	<u>Begin</u> ↓	<b>Bullying</b> (District Policy JBC)
If there is an issue of concern in a classroom, the parent/guardian should contact the classroom teacher or staff member involved by email explaining the situation in writing.	↓	If a parent/guardian feels actions of another person have infringed upon the rights of their child, the parent/guardian should contact the appropriate classroom teacher by email explaining the situation in writing.
If needed, request a private meeting with the teacher to discuss the concerns and develop an action plan.		
<b>Email addresses for teachers and staff can be found on the jajags.com website or directly at the following URLs:</b> <b>Summit South Faculty directory:</b> <a href="https://docs.google.com/spreadsheets/d/1NxCkm3RTpB1B9j-jDo0xVfj_CKR70_8CRsaZecDbj_A/edit#gid=0">https://docs.google.com/spreadsheets/d/1NxCkm3RTpB1B9j-jDo0xVfj_CKR70_8CRsaZecDbj_A/edit#gid=0</a>		

## Escalate the issue to Administration:

Should the above method fail to produce a satisfactory resolution or a complete answer to the issue, **written** contact with the appropriate level of administration should include details regarding the attempts that have been made to address the issue.

**Summit South :** Contact from the Principal and then contact the other people if resolution isn't found

<b>Assistant Principal Summit South:</b>	<b>Allycia Taussig</b>	<a href="mailto:ataussig@jeffcoschools.us">ataussig@jeffcoschools.us</a>
<b>Principal:</b>	<b>Stephanie Scarato</b>	<a href="mailto:sscarato@jeffcoschools.us">sscarato@jeffcoschools.us</a>
<b>Executive Director:</b>	<b>Tim Mattlick</b>	<a href="mailto:tmattlick@jajags.com">tmattlick@jajags.com</a>

The administrator may set up a meeting with the parent and may invite the staff member to be present.

## Escalate the issue to the Board:

If the issue is still not resolved after the above contacts have been made, then parents/students should contact the Jefferson Academy Board President in writing detailing the issue and responses to those attempts. The Board president will contact the individual(s) involved to provide resolution in a timely manner.

**2016-2017 JA Board President:** [BoardPresident@jajags.com](mailto:BoardPresident@jajags.com)  
 JA Board details can be found: <https://sites.google.com/a/jajags.com/ja/Home/ja-board>

For more specifics, reference the JA Board Policy 11.2 located on the jajags.com website under JAJAGS.com, Board of Directors -> **Key Documents** page:  
<https://sites.google.com/a/jajags.com/ja/Home/ja-board/board-documents>

### Mission

The mission of Jefferson Academy is to help students attain their highest academic and character potential through an academically rigorous, content-rich educational program.

### Vision

Jefferson Academy envisions a community of parents, teachers, students and educational and business leaders working together to create a learning environment that engenders growth in character, academic achievement, and the love of learning, resulting in responsible, productive citizens.