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**I. PURPOSE**

Athlos Academy recognizes the right of any of its staff, students, parent/guardian(s), or community members to file a formal grievance only in cases in which traditional methods of communication have failed to resolve an issue. This policy does not address reporting alleged cases of discrimination based on student sex or disability (see *Student Policies 5109 and 5110*).

**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 complainant may contact the front office to schedule a meeting with the Lead School Administrator.
- C. If a resolution cannot be reached between the complainant and the Lead School Administrator, the complainant may file a formal grievance found at the front office or on the school's website.
  1. A *Grievance Form* must be completed and submitted to the front office within thirty (30) days from the incident that resulted in the grievance.
    - a. The Lead School Administrator shall readdress the situation and send a written decision.
    - b. If the complainant is not satisfied with the administrative decision he or she may appeal to the Athlos Academy Governing Board.
    - c. All grievances must include a written record of all communications and administrative meetings.
  2. Issues escalated to the Athlos Academy Governing Board shall be addressed in compliance with Minnesota Open Meeting Law.
- D. Nothing in this policy denies the right of parent/guardians to pursue other means of recourse, which may, in serious situations, involve filing a complaint with the Minnesota Department of Human Rights.

**Legal References:**

[Minn. Stat. Ch. 13D](#) (Open Meeting Law)

[Minn. Stat. Ch. 363](#) (Minnesota Human Rights Act)

**Related Documents:**

Grievance Form

Student Disability Nondiscrimination Policy 5107

Student Sex Nondiscrimination Policy 5108