



Utah Military Academy
Hill Field Campus - Riverdale, UT
Camp Williams Campus - Lehi, UT



Grievance Policy

DEFINITIONS

1. Grievance – A complaint from any individual within Utah Military Academy (i.e. student, parent, employee) which:
 1. Sets forth the allegation that there has been a violation of any policy, accepted practices, or state or federal law.
 2. Specifically identifies the policy, practice, or statute violated.
 3. If this is a civil rights grievance, UMA is required by law to notify the appropriate state agency.
2. Grievant – Any individual or group of individuals aggrieved by a decision or condition falling under policy, accepted practices, or state or federal law.
3. Organizational Structure – The hierarchy of Utah Military Academy for addressing all grievances. The organizational structure varies depending on area of alleged violation. Below is the hierarchy used for grievance procedures in this policy (*if this is a civil rights grievance, the appropriate state agency will be notified at any point in the hierarchal reporting structure).

<i>Classroom Instruction</i>	<i>Special Education</i>	<i>Other Operations</i>
Classroom Teacher	Special Education Teacher	Directly involved party
Department Chair	Special Education Director	Supervisor
Principal	Principal	Commandant of Cadets
Superintendent	Superintendent	Superintendent
Board of Directors	Board of Directors	Board of Directors

PROCEDURE

1. Step I:
 1. Any individual alleging a grievance is encouraged to resolve the problem, if possible, through an informal discussion with the person or persons suspected of violation, beginning at the earliest level of organizational structure.
 1. Students' parents should discuss classroom concerns first with classroom teachers.
 2. Employees should discuss concerns first with directly involved parties.
 2. When individuals hear complaints or receive formal grievances, they should first make sure that grievants or potential grievants have first attempted in good faith to resolve problems with directly involved persons.
2. Step II:
 1. In the event that the informal discussion with directly involved parties does not resolve the issue, grievant shall file a formal written grievance form with the next responsible individual in the organizational structure. Grievance Forms are available from the school's website or in the front office.



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1. The grievance must be filed with the front office within fifteen (15) working days of the date the grievant knew, or should have known, of the circumstances which precipitated the grievance.
2. The responsible individual shall respond in writing, within five (5) working days following receipt of the grievance.
3. Step III:
 1. If the response (decision) at Step II does not resolve the problem, the grievant shall forward the grievance to the Principal or Commandant of Cadets to initiate Step III.
 2. The Principal or Commandant of Cadets shall investigate the complaint with the parties concerned in the grievance within fifteen (15) working days of the grievance having been filed at Step II.
 3. At the conclusion of the investigation, the Principal or Commandant of Cadets shall render a decision and issue a written report setting forth his/her findings and recommendations for the resolution of the grievance within five (5) working days.
 4. The grievance shall be considered resolved if the grievant and the Superintendent accept the recommendations of the Principal or Commandant of Cadets.
 5. If no written report has been issued within the time limits set forth in "3" above, or if the grievant shall reject the recommendations of the Principal or Commandant of Cadets, the grievant shall have the right to appeal to the Superintendent for review of the grievance at Step IV.
4. Step IV:
 1. A written request for Superintendent's review of the grievance must be submitted to the front office within ten (10) days of the date of the principal's report or the expiration of the time limits set forth in Step III.
 2. The Superintendent shall review the grievance and the Principal or Commandant of Cadets' report.
 3. The Superintendent may affirm the Principal or Commandant of Cadets' recommendations, amend the recommendations, or affirm the recommendations in part and amend in part.
 4. The Superintendent's written decision shall be issued within fifteen (15) working days of receipt of the grievant's written appeal by the front office.
 5. If no written decision has been issued within the time limit set forth in "4" above or if the grievant shall reject the decision of the Superintendent, the grievant shall have the right to appeal to the Board of Directors for review of the grievance at Step V.
5. Step V:
 1. A written request for Board of Directors' review of the grievance must be submitted to the Board Secretary within 10 days of the date of the Superintendent's report or the expiration of the time limits set forth in Step IV.
 2. The Board of Directors shall review the grievance and the Superintendents' report, and may hold a hearing.
 3. The Board of Directors may affirm the Principal's recommendations, amend the recommendations, or affirm the recommendations in part and amend in part.
 4. The Board of Directors' written decision shall be issued within twenty-one (21) working days of receipt of the grievant's written appeal by the board secretary.
 5. If no written decision has been issued within the time limit set forth in "4" above or if the grievant shall reject the decision of the Board of Directors, the grievant shall be free to pursue such litigation or statutory remedy as the law may provide.

MISCELLANEOUS PROVISIONS

1. The employee will be informed that the time limits set forth in this policy may be modified or extended if mutually agreed by the employee, or his/her designated representative and the District. If either party wishes to change the timeline set forth in this policy, the party will request the modification(s) from the other party and both parties will be required to agree to the modification(s). The grievance officer will issue a letter of understanding to the parties outlining the modified timeline.
2. No person shall suffer recrimination or discrimination because of participation in this grievance procedure.



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3. Employees shall be free to testify regarding any grievance filed hereunder.
4. Confidentiality will be observed pending resolution of the grievance.
5. The grievant may be accompanied by a representative of his/her choice in all stages of these proceedings.
6. Records of all grievances will be maintained by the business manager. The records will be kept in a separate and confidential file. Information regarding grievances will be classified as private.
7. Gossip among school employees will not be tolerated. When employees have concerns they should follow the procedure in this policy to resolve such concerns. Gossip undermines the efforts of all employees to operate a successful school and may be grounds for disciplinary action, up to and including termination of employment.