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Policy Section: 100 – Administration
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DaVinci Stakeholder Grievance Process

I. Purpose:

The purpose of this grievance policy is to provide a procedure by which employees, students, parents and other stakeholders of DaVinci Academy may seek assistance, propose concerns, file grievances, report an incident, present disputes for administrative resolution, or any other issue that needs addressed by the school administration or may be in violation of DaVinci Academy policies and procedures.

II. Policy:

2.1. It is the policy of DaVinci Academy to provide prompt, informal administrative resolution at the lowest appropriate supervisory level to ensure that all concerns are heard, reviewed, and addressed in a fair and timely manner. The intent of this policy is to provide a concise, accessible, and orderly process for resolving grievances and concerns.

2.2 A grievance/complaint must be filed within thirty (30) calendar days of the date the employee or aggrieved person knew, or reasonably should have known, of the actions giving rise to the grievance, unless the grievance involves allegations of harassment, discrimination, or retaliation. Complaints involving harassment, discrimination, or retaliation may be filed at any time and shall receive immediate administrative attention in accordance with applicable Board policies, including Policy 109. The same uniform grievance and incident reporting form available on the school website may be used to report harassment-related grievances or incidents.

2.3 The grievance and incident reporting link shall be easily accessible on the school website under the “Contact Us” section to ensure all stakeholders have a clear and straightforward method for submitting concerns.

DaVinci Academy shall communicate the availability of the grievance and incident reporting process to stakeholders no less than quarterly through appropriate school communication methods, which may include email, newsletters, staff communications, parent communications, or website notifications.



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The establishment of this grievance process does not create or confer substantive or procedural rights beyond those otherwise provided by law, Board policy, or employment agreement, nor does it alter the at-will employment status of any employee. The purpose of this policy is to promote fair, consistent, and policy-aligned decision-making and to provide an organized process for addressing concerns.

III. Informal and Formal Procedure:

3.1 Informal Procedure:

3.1.1 Step 1: The employee or person alleging a grievance shall first discuss the complaint with the immediate school supervisor/program principal with the objective of resolving the matter. Proceedings shall be informal and confidential.

3.1.2 Step 2 (If necessary):

If following the discussion with the immediate supervisor/program principal the matter is not resolved, the aggrieved person must put in writing, if the concern hasn't been logged in the report an incident link on the website, the unresolved grievance and appeal again to the immediate supervisor (unless the grievance is with the immediate supervisor, which would allow the employee or person to go to the next level of review without meeting with the immediate supervisor) within 30 calendar days of the date of the discussion (step 1). Students and Parents would be required to petition to the Executive Director within 30 days following the meeting with the program principal. After which, the immediate supervisor/program principal shall hold a conference with the aggrieved person and another administrator to attempt to resolve the matter and make a response in writing within 10 calendar days.

3.2 Formal Procedure (If necessary in relation to personnel matters): After the informal procedure has been followed, the below-listed formal procedure shall be followed in sequence as needed.

Step 1:

- An appeal to the Executive Director (or designee) shall be made in writing, within ten (10) calendar days after disposition under informal procedures.
- A hearing by the Executive Director(or designee) shall be held within fifteen (15) calendar days after receiving the written appeal. The person may invite one person of his or her choice to attend the hearing.
- The hearing panel shall consist of the Executive Director, an administrator (picked by the ED), and a teacher (chosen by the faculty caucus (see board policy 605))



- The hearing panel's objective is to fairly and impartially review the aggrieved person's grievance, apply the correct policy to the facts, and determine if the action taken previously is allowable and appropriate under the policy. If it is then hearing panel can affirm the prior decision. If not, then the panel will send their recommendations back to the ED to resolve the issue accordingly with the aggrieved person.
- The Executive Director (or designee) shall make a written decision on the grievance within fifteen (15) calendar days after the hearing.

Step 2: The employee may appeal the matter to the DaVinci Academy School Board of Education ("School Board").

- An appeal to the School Board must be made in writing and submitted to the secretary of the School Board within fifteen (15) calendar days after notification of the Executive Director's decision.
- If the School Board chooses to hear the grievance, the School Board shall conduct a hearing within thirty (30) calendar days after receipt of notice of appeal. The employee may be represented by counsel or a person of his or her choosing. The School Board may also be represented by counsel or other advisors.
- The School Board may, at its sole discretion, select and designate one or more hearing officer(s) to conduct the hearing or to serve with one or more members of the Board during the proceeding.
- If the School Board delegates its authority to one or more hearing officer(s) to make decisions relating to the grievance, the decision of the hearing officer(s) will be binding upon both the aggrieved person and the School Board. This provision, however, does not limit the right of the School Board or the employee to appeal to an appropriate court of law.
- The School Board's or hearing officer's decision shall be in writing and issued within fifteen (15) calendar days of the hearing. A copy shall be given to the aggrieved person.
- Following the School Board's or hearing officer's decision, no further administrative appeal is provided. Additional legal review must be made to an appropriate court of law.

IV. Miscellaneous Provisions:

No person shall suffer recrimination or discrimination because of participation in this grievance procedure.



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Whenever possible, hearings should be scheduled during a mutually convenient time that does not conflict with regularly scheduled school programs.

Employees shall be free to testify regarding any grievance filed hereunder, and the expenses of necessary and approved release time shall be borne by DaVinci Academy when hearings must of be scheduled during the school day.

Confidentiality will be observed in accordance with the provisions set forth in the Utah Government Records Management Act UCA 63-2-101 et seq.

Nothing contained herein shall be construed so as to limit in any way the ability of DaVinci Academy and the employee and others to resolve any grievance, mutually and informally.

All grievances must attempt to be resolved pursuant to the administrative remedy stated in this policy before remedies at law are pursued by the employee.

Individuals alleging discrimination or other civil rights violations should follow the administrative grievance procedures outlined in DaVinci Academy's Anti- Discrimination Policy 109.

Notice of all decisions relative to grievances processed under this policy shall be hand delivered or delivered by certified mail, return receipt requested.

Written findings of fact and conclusions shall be entered in connection with all Board level decisions made under this policy.

Minutes of all Board proceedings under this policy shall be taken and will be made available in accordance with the guidelines set forth in the Utah Government Records Management Act.