GRIEVANCE PROCEDURES

LFCA desires to address questions, concerns, and grievances in a manner that reflects biblical principles, protects relationships, and promotes clear and respectful communication. Consistent with Matthew 18:15–20, concerns should ordinarily be addressed directly and at the lowest appropriate level. The appropriate starting point depends on the nature of the concern.

REPORTING PATHWAYS

- **Student or classroom concerns:** Begin with the teacher. If unresolved, contact the Principal. If still unresolved and appropriate for Board review, a formal grievance may be submitted to the Board.
- **School operations or administrative concerns:** Begin with the Principal. If unresolved or within the Board's responsibility, the matter may be submitted to the Board.
- **Staff concerns:** Staff should ordinarily begin with the Principal or appropriate supervisor. If unresolved, involving the Principal, or requiring independent Board review, the concern may be submitted through the designated Board pathway.
- **Governance or Board-policy concerns:** Concerns involving Board policy, governance, bylaws, or Board responsibilities may be submitted directly to the Board Chairperson or designated Board contact.
- **Safety, legal, ethical, retaliation, or conflict concerns:** No concern should be required to pass through a person directly involved in the matter. Such concerns may be reported through the appropriate alternate administrative or Board pathway.
- **Formal Board grievance:** When direct Board review is appropriate, a stakeholder may submit a Grievance Statement Form to the Board. The Board Chairperson will acknowledge receipt and determine the next step, which may include administrative referral, requesting additional information, committee review, or full Board consideration. The School Board is the final level of appeal for matters within its authority.

Grievance Statement Form

GRIEVANCE LIFECYCLE

At each level, LFCA will seek to receive and acknowledge the concern, review relevant information, assign responsibility when needed, respond appropriately, document material actions, and bring the matter to reasonable closure.

RECEIVE → ACKNOWLEDGE → REVIEW → ASSIGN → RESPOND → DOCUMENT → CLOSE

ADDITIONAL EXPECTATIONS

- Stakeholders should speak from their own knowledge and experience and should not claim to represent others without authorization. This does not prevent reporting broader policy, safety, ethical, or systemic concerns.
- Confidential personnel, student, legal, or other protected matters will be handled privately as required.
- Submitting a concern does not guarantee a particular outcome or immediate Board response. LFCA will seek to provide an appropriate pathway, fair consideration, reasonable follow-through, and closure.
- Concerns should use these established pathways rather than social media or public discussion.

BOARD CONTACT

board@lfca.com

ALTERNATIVE CONTACTS

Chairperson: Mr. Steve Larimore

slarimore@lfca.com

Vice Chairperson: Mrs. Nicole Cinnamon

ncinnamon@lfca.com