



Summit Communication Pathway - Grievance Process



Any person having a disagreement with a staff member, administration or a co-worker should make every attempt to settle the problem directly with that person through a scheduled meeting between both parties. Should it not be settled, the two parties should go to the next in line of authority to seek resolution.

Classroom Issues	<u>Begin</u>	Bullying (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.
<i>If needed, request a private meeting with the teacher to discuss the concerns and develop an action plan.</i>		
Email addresses for teachers and staff can be found on the jajags.com website or directly at the following URLs: Summit South Staff Directory Summit Westminster Staff Directory		



Seek resolution through Administration:



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

Summit Academy South (Littleton/Conifer)

Assistant Principal:
Principal:

Mrs. Julie Jordening
Mrs. Allycia Taussig

julie.jordening@jeffcoschools.us
ataussig@jeffcoschools.us

Summit Academy (Westminster)

Assistant Principal:
Principal:

Mrs. Maren Miller
Mrs. Stephanie Scarato

maamille@jeffcoschools.us
sscarato@jeffcoschools.us

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



Seek resolution through the Executive Director:



Executive Director:

Dr. Ann Schultz

aschultz@jajags.com



Seek resolution through the JA Board of Directors:



If the issue is still not resolved after the above contacts have been made, then you should contact the Jefferson Academy Board President in writing detailing the issue, expected outcome and steps already taken to resolve the matter. The Board President will follow up with the individual(s) involved. The matter may or may not be heard by the entire JA Board of Directors as per policy 11.2. If the matter is heard by the JA Board, all JA BOD decisions are considered final. [Board Policy: See Policy 11.2](#)
[JA Board of Directors Email](#)

Mission:

Vision:

Core Values:

“... to help students attain their highest academic and character potential...”

“...a community of parents, teachers, students and educational and business leaders working together...”

We communicate with kindness, candor and respect.

We value learning through growth.

We promote a supportive environment for the safety and well-being of our community.