



AMERICAN ACADEMY
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Employee Communication Policy

This policy was approved by the American Academy Board of Directors on October 16, 2018

Purpose

The purpose of this policy is to define the communication process for the staff at American Academy. This policy defines how employees of American Academy can communicate a suggestion or a concern to the school and ultimately participate in the solution. The process is designed so that the school will respond to employee input in a timely and efficient manner.

Communication Process

American Academy is a cooperative enterprise: families, teachers, administrators, directors, and staff share the responsibilities and rewards of operating the school. Faculty and staff play an essential role as advocates for their students and professionals in education, thereby enriching our school community with their ideas, interests, talents, resources and concerns. Faculty and staff input is valued and encouraged.

Communication should take place in the following order:

- 1) Contact the lead instructor for your grade or department, if applicable.
- 2) If you still have questions, contact your supervisor.
- 3) If you still have questions, contact the Executive Director of Schools.

Conflict Resolution Process

If any student, faculty and staff, staff member, or community member is involved in a conflict with another member of the American Academy community, he or she must follow the following communication process:

- 1) Discuss the conflict with the other party.
- 2) If the issue cannot be resolved with the other party, discuss the issue with your supervisor.
- 3) If the issue cannot be resolved at the supervisor level, discuss the issue with the Executive Director of Schools.
- 4) If the issue cannot be resolved at the school level, bring the issue to the Board of Directors.

Parent Communication

Staff members should always respond to parent communications in a professional, positive, and appropriate manner, regardless of the tone or content of the parent's communication. If a staff member is confronted with an upsetting or disrespectful communication, they should consult with their supervisor to assess an appropriate response.

POLICY HISTORY

- Original:* approved by the BOD on November 7, 2005
- Revision 1:* approved by the BOD on May 15, 2013
- Revision 2:* approved by the BOD on October 16, 2018