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## THE ACADEMY GRIEVANCE POLICY

### **Mission Statement**

The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character, and relationships.

### **Background**

This policy was developed to ensure that employee and community grievances are addressed fairly by the appropriate persons in a timely manner. The period for all appeals by a grievant in using this process is ten (10) school days unless otherwise determined by the state or federal law.

### **Purpose**

The Academy desire to use a formal process for settling differences both promptly and equitably at the lowest possible administrative level and that each employee or community member be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

### **Grievance General Guidelines**

The grievant shall address concerns or grievances with an immediate supervisor or school Principal ("Supervisor"). Before a Supervisor responds to a complaint regarding the grievant, he/she will engage in an informal review process. The Supervisor, if appropriate, will hear both sides before acting on the complaint. If either party is not comfortable having the conversation, then the Supervisor will gain written consent to disclose records and engage in the process. At all stages of investigations, The Academy commits to presume innocence throughout and will seek to offer remedies to both parties.

If the grievant does not wish to participate in the initial informal process or the informal process does not resolve the concern or grievance, the grievant is encouraged to address the concern or grievance formally. If requested, the Supervisor shall investigate and respond to the concern or grievance in writing within ten (10) school days.

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If the concern or grievance is not resolved at this state, within ten (10) school days, the concern or grievant should be made to the CEO or designee. The CEO or designee shall investigate, formulate a response, and communicate that response in writing to the employee or community member within ten (10) school days. Written notice will be provided to both parties ahead of any formal discussions.

Any concerns or grievance not resolved at this level or related to the CEO and Board Members shall be addressed directly to The Academy Board of Directors. The Board shall investigate, formulate a response, and communicate that response in writing to both parties within ten (10) school days. The Boards' decision shall be accomplished by the vote of simply majority and shall be final. If the grievance is about a particular Board member, that member should recuse him/herself from the discussion and/or vote.

The concerns or grievance against the CEO or designee shall be addressed directly The Academy Board of Directors. A decision by the CEO can be appealed to the Board of Directors. Current contact information for the Board can be found on the school's website, under the Board of Directors tab. The Board shall investigate, formulate a response, and communicate that response to the employee within ten (10) school days. The Boards' decision shall be accomplished by vote of simple majority. If the concern or grievance is still not resolved by the Board, please elevate it to the Charter School Institute (CSI). In accordance with CSI's grievance policy which can be found on their website (<https://www/csi.state.co.us/parents/grievances>). The Institute can be contacted a [legalandpolicy\\_csi@csi.state.co.us](mailto:legalandpolicy_csi@csi.state.co.us)

All participants during each state of resolution and during the investigation shall remain impartial and remain free from all conflicts of interest.

#### **Anti-Retaliation Statement**

Any retaliatory action or conduct taken by any person against a person who has sought relief under this policy is strictly prohibited and will be regarded as a violation of Board Policy. Retaliation against any person(s) who reports a crime, brings a disciplinary complaint, pursues legal action, participates in an investigation, or is a witness in any investigation or proceeding is strictly prohibited and will not be tolerated. Students or employees who retaliate will face disciplinary action.

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All other Academy Board policies will remain in full force. All discrepancies between this policy and others shall be brought to the attention and resolved by the CEO or designee. At all times, The Academy will follow current state and federal guidelines.

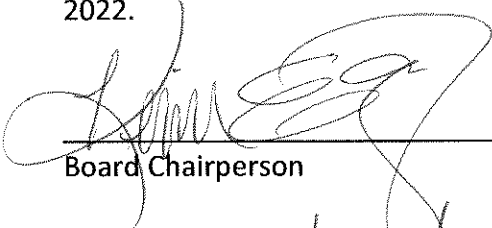
**Policy History**

This policy supersedes any previously existing policy of The Academy of Charter Schools pertaining to the content herein.

**References**

C.R.S. § 22-30.5-505(3)(a).

The Board of Directors at The Academy approved the Grievance Policy on Monday, February 28, 2022.



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Board Chairperson

2/28/2022

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Date

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