

Policy type: Governance Process
Grievance Process GP-13

Grievances shall follow a hierarchical process as outlined in the Parent and Staff Handbooks and the policy herein. Generally speaking, classroom/staff/school concerns are best resolved at the lowest staff/administrative level possible. If those steps have been followed, but have not resulted in satisfactory resolution, you may file a grievance to the Board of Directors (Board).

There are two levels of grievance that could come before the Board: A grievance related to actions of the Head of School (HOS) or a grievance against the Board itself.

If the grievance relates to the HOS, the Board will review all relevant data to evaluate if the actions of the HOS are in compliance with the current Executive Limitations policies. The HOS is allowed to operate according to any reasonable interpretation of those policies.

Generally, grievances heard by the Board require legal confidentiality related to student and/or employee rights, therefore, most grievance reviews take place in Executive Session. It is incumbent on the Chairperson to determine if the grievance at hand fits within the limited topics that are allowed to be discussed in Executive Session per the Colorado Open Meetings and Open Records law.. In the case that the circumstances are not exempt, the review will be held in open public session.

The process for the Board to hear a grievance related to the HOS are as follows:

- 1) A grievance form must be completed and delivered to both the Chairperson of the Board and the HOS. Forms may be located online or from the front office.
- 2) Upon receipt of the written grievance, the Chairperson shall confer with the HOS in order to determine that all the steps of the conflict process have been followed.
- 3) The Chairperson shall schedule the review at a Board meeting, during which the Board will hear from interested parties as requested by the Board.

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- 4) The Board will come to a decision and will report such in open public meeting and will respond to the concerned party as is deemed appropriate by the Board.

If you are filing a grievance against the Board itself, the process is as follows: Complete a written grievance form found online, or at the front office, this written grievance must be delivered to the Board chairperson.

The Chairperson will deliver the grievance to the Board and schedule a time to review the grievance at a meeting and the findings will be reviewed in open session and delivered to the grievant.

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