



## Grievance Policy

Coperni 3/Academy of Advanced Learning believes that, as adults, we must model healthy and respectful communication for our students. The school is committed to promoting healthy communication among students, parents, teachers, and administrators, and encourages school community members to express any concerns directly with the individual involved so that the school's focus remains on student learning. In the interest of promoting the efficient resolution of grievances, the procedures below set forth the process for resolving conflicts and settling differences. This process strives to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level.

- 1. Address Issue with Those Directly Involved.** The grievant must first bring the concern to the attention of the individual(s) directly involved. A meeting should be scheduled where the concerns can be expressed in private and in an environment conducive to resolution. If the grievant brings the concern directly to the attention of the School Leader without first attempting to address the issue at the lowest level, the School Leader may re-direct the grievant to the appropriate level in the process.

A grievant is not required to address the issue with the person directly involved if the grievant is alleging unlawful conduct, including retaliation, harassment or discrimination.

- In case of grievances relating to allegations of retaliation, harassment or discrimination against students, please see the school's Harassment and Discrimination Investigation Procedures for Students Policy available here: [tfs-board-policy-book-2022.pdf \(thirdfuture.org\)](#)
- In case of grievances relating to allegations of sex discrimination under Title IX, please see the school's Title IX Policy and Grievance Procedure available here: [tfs-board-policy-book-2022.pdf \(thirdfuture.org\)](#)

- 2. Address Issue with School Leader.** If a satisfactory resolution is not reached at the lowest possible level, or where the complaint directly involves the School Leader, the concern may then be brought to the attention of the Director of Instruction. The School Leader will schedule a phone call or an in-person meeting within 48 hours of receiving the complaint (where possible) in order to address the situation, facilitate ongoing communication, and develop goals for

**Commented [TF1]:** Make sure this links to the most up to date.

**Deleted:** -based harassment

**Deleted:** Sex-Based Harassment Investigation Procedures Policy

**Commented [TF2]:** I think this is intending to reference Title IX, so should link to that policy.

**Commented [AS3]:** Process must detail the timeframe for a response.

Process must provide both parties the opportunity to comment on his/her perceptions of the incident.

Options: The school can describe the manner in which a complaint must be submitted and any timeframes for doing so; however, the timeframes and process should not be so burdensome that it acts as a complete barrier to filing a complaint.

Examples of different approaches that can be used in prescribing how a grievances must be submitted:

*The grievant must contact the School Leader within 10 days of the above meeting.*

*The complaint shall be in writing and shall detail (i) the date of the incident (if applicable); (ii) the School staff member involved; (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution. Within five calendar days from the date on which the written statement was received, the School Leader will either issue a written response to the grievant or contact the grievant to schedule a time to discuss the issue.*

conflict resolution. The School Leader will continue to monitor the issue until either a resolution or an impasse is reached.

3. **Prepare a Written Grievance for the Board of Directors.** In cases when the concern has not been addressed at Steps 1 and 2 to the satisfaction of the grievant, the grievant may file a formal written grievance to the School's Board of Directors. The written grievance must detail (i) the date of the incident (if applicable); (ii) the School staff member involved; (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution.

Current contact information for the Board can be found at [Colorado Board - Third Future](#). Within 10 days from receipt, the Board Chair, or his/her designee, will review the written grievance and provide a written response to the grievant either determining that the grievance warrants full review by the Board or declining to review the written grievance. If the Board Chair, or his/her designee, determines that the grievance warrants full review by the Board, the Board shall review the grievance at its next regularly-scheduled Board Meeting and issue a written decision to the grievant within 10 days of the meeting. In the period of time between receipt of the grievance and review by the Board the Board Chair, or his/her designee, may take appropriate interim steps, including placing individuals on paid leave, investigating (or commissioning an independent investigation), gathering information, or mediating the concerns at issue. If declining review, the School Board's written response to the grievant will explain the reasons for the determination.

While any member of the public is always welcome to speak in an open board meeting, no grievance issue will be addressed by the Board without the grievant having first followed these proper procedures. Issues of employee or student privacy, or other topics as allowed by law, may be addressed in Executive Session, as is legally proper.

4. **Submit a Written Grievance to the Colorado Charter School Institute ("the Institute") Executive Director.** If the grievant is not satisfied with the School Board's determination not to review the written grievance or the written resolution reached by the Board after reviewing the grievance, the grievant may submit its concerns in written format to the Institute within five business days from receiving the written decision of the Board. After review, the Institute's Executive Director will publish his/her conclusions in writing within 15 calendar days from receipt of the written concern. The decision of the School's Board will not be overturned unless there are compelling grounds that the School violated an applicable law, regulation, policy, or contract provision. The Institute can be contacted at (303) 866-3299 or [csi\\_info@csi.state.co.us](mailto:csi_info@csi.state.co.us).

**Commented [AS4]:** In order to facilitate the grievance process and increase transparency, each Institute School shall post, on its website, a calendar reflecting the Institute School Board's meeting schedule and contact information for the Board of the Institute School. At a minimum, this contact information shall include an email address and/or mailing address for the Board or Board chair.

The Board should convene and develop processes for handling grievances, which processes should include the timeframes for responding to a grievance, the circumstances which require full review by the Board, and investigation procedures for when a complaint warrants investigation.

Boards should be trained on and understand what topics can be discussed in an Open Meeting and which must be discussed in Executive Session.

The Board should recognize that some grievances may require a different process depending on the nature and severity of the complaint (e.g., a sexual harassment complaint, serious safety issue, discrimination complaint, etc.). The Board should recognize when to involve its attorney or Employers Council, notify CSI, or contact CSI or the League for support.

Employers Council can review your employee handbook and any related policies free of charge.

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**Adopted:**

**REFS.:**

[CSI Grievance Policy](#)

