

## **Grievance Procedure**

### **Children's Kiva Montessori School, Elementary/Middle School**

#### **Student/Guardian Concerns, Complaints, and Grievances**

The Children's Kiva Montessori School, Elementary/Middle School (CKMS, E/M S) utilizes the Communication Pathway for all communication. We encourage all parents/guardians and students to be familiar with this document in order to effectively resolve any concerns at the lowest level possible. If the [Communication Pathway](#) tool has not been reviewed, please take this opportunity to review the tool and determine the next appropriate steps. If this tool is not appropriate for your concern, please follow the procedure outlined below:

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building Procedures
4. Board policies and regulations
5. Curricular programs
6. Unlawful discrimination: See RE-1 School district policies [AC](#), [ACE](#), [JB](#), [JBA](#) and [JBB](#).
7. All others

Complaints must be initiated in writing, dated, and signed by the complainant. Forms for this purpose are available online, in the office, and through this link. Completed forms must be filed with the appropriate persons as follows:

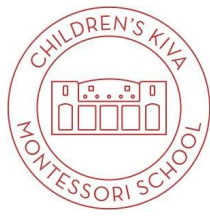
1. Conduct of an individual: immediate supervisor of the individual. The Head of School (HOS) is the supervisor of all staff except for the Finance Director (FD). Complaints related to the HOS or FD should go to the Board President to be dispersed to the entire Board.
2. Departmental procedures: Head of School
3. Board policies and regulations: Head of School
4. Curricular programs: Head of School
5. Unlawful discrimination: Head of School
6. All others: Head of School

When a complaint is filed in writing, a conference will be held with the complainant within five (5) school days. A written response will be given to the complainant within ten (10) days following the conference.

If the complaint is not resolved to the satisfaction of the student and/or parent/guardian, a written appeal must be submitted within ten days to the HOS or emailed directly to the Board via [bod@kivacharter.org](mailto:bod@kivacharter.org).

When an appeal has been filed in writing, a conference will be held with the Board within twenty (20) school days. A written response will be given to the complainant within ten (10) school days following the conference.

Complainants who are not satisfied with the resolution of the complaint within the school have the option of contacting their local Office for Civil Rights of the US Department of Education.



### **Staff Concerns, Complaints, and Grievances**

It is the Board's desire that procedures for settling of differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

A "grievance" is defined as an alleged material violation of the CKMS, E/M S Policies and RE-1 School District Policies or administrative regulations that apply to all employees.

Nothing in this procedure shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute of policy. Neither shall anything in this procedure be construed to establish any condition prerequisite relative to nonrenewal of contracts, transfer, assignment, dismissal or any other employment decision relating to school personnel.

All employment decisions remain within the sole and continuing discretion of the administration and/or CKMS, E/M S Board, as appropriate, subject only to the conditions and limitations prescribed by Colorado Law.

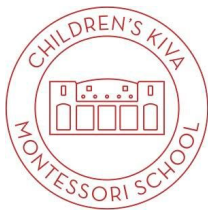
The employee may choose a person to assist him or her at any step of the grievance procedure. Individual or group grievances of employees shall be resolved as follows:

Step 1: The grievance shall first be presented in writing on forms provided by CKMS, E/M S to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The administrator/supervisor shall render a written decision within eight (8) working days.

Step 2: If the grievance is not solved at Step 1, the employee may then present the written grievance to the Board who shall conduct a hearing within twelve (12) school days of the receipt of the report from Step 1. The decision of the Board shall be final and shall be made in writing within twelve (12) school days of the hearing.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any supervisor or administrator in the school.





**Staff Concerns, Complaints, and Grievances Filing Form**

Date Filed: \_\_\_\_\_

Board Policy or administrative regulation allegedly violated: (use additional space as needed)

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Circumstances concerning the alleged material violation: (use additional space as needed)

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\_\_\_\_\_  
Signed and Dated: Employee

Disposition: Step 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed and Dated: Head of School

Disposition: Step 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed and Dated: CKMS, E/M S Board President