



CEC Network Grievance Policy

Colorado Early Colleges (CEC) is committed to promoting healthy communication and encourages students, parents, CEC employees, and outside vendors to express any concerns they might have. In the interest of promoting the efficient resolution of grievances, CEC will utilize the following process to resolve conflicts and settle differences. This process strives to support prompt and equitable resolution of disagreements within the CEC Network.

Note that Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of gender and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, provide for prompt and equitable resolution of any complaints alleging any action that is prohibited by these federal requirements.

Colorado Early Colleges Grievance Procedure

Suggestions, complaints, and grievances motivated by a sincere desire to improve CEC are welcome. Moreover, CEC will provide equal opportunity accommodation for non-native English-speaking individuals who wish to engage in the grievance process.

Step 1

If possible, the grievant should bring the issue to the attention of the individual(s) involved. It is recommended that the grievant contact the individual(s) involved directly to request a meeting so the issue can be expressed in private and in an environment conducive to resolution. Note that the grievant is not required to address the issue with the person directly involved if doing so would be inappropriate or if the grievant is alleging harassment or discrimination. In those instances where allegations of harassment or discrimination are being made, the grievant should immediately report the incident to the Executive Director of Organizational Development and HR. For additional information, see CEC policy Discrimination and Harassment located under the Policies/Procedures tab, Section: Personnel at www.coloradoearlycolleges.org.

Step 2

Noticeably, CEC cannot address concerns it is not aware of. Therefore, if satisfactory resolution is not achieved during Step 1, the situation should be brought to the attention of the Head of School within ten (10) business days of the Step 1 meeting. The Head of School and the conflicting parties will address the situation, facilitate communication, and develop specific processes for conflict resolution.

It is recommended that both parties prepare a formal written document that includes:

1. the date of the incident (if applicable);
2. the CEC staff member(s), students and/or community members involved;
3. a description of the incident, decision, or practice that gave rise to the complaint;
4. the rationale for concern citing the contract, policy, or procedure that has been violated, if possible;
5. a description of the conflict resolution strategies attempted during Step 1; and
6. an explanation of the corrective action being requested.

If the concern involves a Head of School or a CEC Network employee, CEC's Executive Director of Organizational Development and HR will oversee this process. The Executive Director of Organizational Development and HR will refer the complaint to CEC's Chief Executive Administrator (CEA) when appropriate.

It is the Head of School's responsibility to manage the ultimate resolution of conflicts among parents, students, and employees that are brought to his/her attention. It is the CEA's responsibility to manage the ultimate resolution of conflict pertaining to Heads of School, CEC Network employees, or conflicts involving parents or students that could not be resolved using Step 1.

Within five (5) business days of receipt of the written statement, the Head of School or Executive Director of Organizational Development and HR, or Executive Director of Organizational Development and HR's designee, will either issue a written response to the grievant or contact the grievant to schedule a time to discuss the issue.

Step 3

In matters where the issue has not been resolved to the satisfaction of the grievant using Steps 1 and 2, the grievant may appeal the Head of School's finding or the Executive Director of Organizational Development and HR decision to the CEA. A formal written grievance should be submitted to the CEA including:

1. the date of the incident (if applicable);
2. the CEC staff member(s), students, and/or community members involved;
3. a description of the incident, decision, or practice that gave rise to the complaint;
4. the rationale for concern citing the contract, policy, or procedure that has been violated, if possible;
5. a description of the conflict resolution strategies attempted during Steps 1 and 2; and
6. an explanation of the corrective action being requested.

Step 4

In cases where the issue has not been resolved to the satisfaction of the grievant using Steps 1, 2, and 3, the grievant may file a formal written grievance with the CEC Governing Board (the Board) within ten (10) business days of receiving the CEA's written response in Step 3. The written grievance must detail:

1. the date of the incident (if applicable);
2. the CEC staff member(s), students, and/or community members involved;
3. a description of the incident, decision, or practice that gave rise to the issue;
4. the conflict resolution strategies that have been attempted thus far; and
5. the grievant's proposed resolution.

Current contact information for the Board, as well as the Board's meeting calendar, can be found at www.coloradoearlycolleges.org under the Governing Board tab. Within ten (10) business days of receipt, the Board President, or his/her designee, will review the written grievance and present the matter to the Board to determine if the grievance warrants a full Board review or not. If the Board determines that the grievance warrants a full review by the Board, the Board will review the grievance at its next regularly scheduled Board meeting and issue a written decision to the grievant within ten (10) business days of the meeting. If declining review, the 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 during the allotted time, no grievance issue will be addressed by the Board without the grievant having first followed these procedures. Issues concerning employee or student privacy, legal advice, and any other matter permitted under law may be addressed in Executive Session.

Step 5

If the grievant is not satisfied with the Board's written resolution reached by the Board after reviewing the grievance or the determination not to review the written grievance, the grievant may submit his/her concerns in writing to the Colorado Charter School Institute (CSI) in accordance with CSI's policies and procedures. In accordance with the charter contracts between CEC and CSI, the decision of CEC's Governing Board will not be overturned by CSI unless there are compelling grounds that CEC violated an applicable law, regulation, policy, or contract provision. CSI can be contacted by phone at (303) 866-3299 or online at www.csi.state.co.us/contact/.

Additional Legal References:

C.R.S. 22-30.5-505(3)(a)

20 U.S.C. §1681, et seq

Policy References:

CEC Employee Handbook

CEC Student Handbook

JII-O Student Grievance Policy