

September 21, 2022

GRIEVANCE PROCEDURE

The Collaboratory Preparatory Academy Grievance Procedure:

A grievance subject to this procedure is a complaint of an alleged violation of federal, state or local laws applicable to the School Board including, but not limited to, claims of unlawful discrimination, harassment, retaliation, or violation of specific School Board policy (ies) or procedures(s). All other complaints may be addressed to the appropriate Principal, immediate supervisor, or site administrator. The grievance process is not intended to replace other processes available because of various laws.

Pre-Grievance Conference: When an individual feels that he or she has a complaint or grievance (as defined above) he or she shall discuss the complaint or grievance with the individual, the Principal of the school, the immediate supervisor, or that person's supervisor as soon as possible.

Every effort shall be made to arrive at a satisfactory resolution of the problem on an informal basis.

Should circumstances call for further action by the aggrieved, they should contact the school's charter board. Contact information for board members can be found in the "Governance" link above.