

Policy - School

A.3 - Nondiscrimination

Notice of Nondiscrimination: Community Leadership Academy, Inc. is dedicated to providing equal opportunity under the law across all programs, activities, and employment practices. Discrimination or harassment is prohibited in all Academy practices. Educational programs, activities, and employment opportunities are available without regard to disability, race, creed, color, sex (including pregnancy, sexual orientation, gender identity, and gender expression), national origin, language, religion, ancestry, need for special education services, or any other protected class. In employment practices, Community Leadership Academy, Inc. does not discriminate based on age, genetic information, or conditions related to pregnancy or childbirth.

Harassment

See policy D.5

Filing of Complaint for Equal Opportunity

Complaints by or on behalf of employees should be filed with the Chief Executive Officer, a Principal, or the HR Manager.

Complaints are to be filed in writing and shall provide the following information: name and address of the grievant(s); nature of alleged violation; names of persons responsible for the alleged violation (where known) and any background information the grievant believes to be relevant (e.g. names or groups of other persons affected by the violation, etc.). The complainant may request assistance from the HR Manager, Administrator, or any other group or organization to assist in the preparation of the form or in the filing of the complaint.

An investigation/hearing conducted by the administration team or designee will follow within four (4) school days after receipt of the written complaint. If the complaint involves a member of the administration team, that member will be dismissed from the investigation team. All actions deemed to be of a criminal nature will be reported to the appropriate authorities.

The investigation team will provide all parties in interest with the written answer to the grievance within four (4) school days after the investigation/hearing. Such answer shall include the reasons upon which the decision was based.

If the grievant is not satisfied with the disposition of his/her grievance or if no decision has been rendered within ten (10) school days after filing the grievance, then the grievance may be

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referred, within ten (10) school days thereafter, to Community Leadership Academy Board of Directors. Community Leadership Academy Board shall have up to twenty (20) calendar days to arrange for and hold a hearing with the parties in interest. Following the hearing, the Board President shall have four (4) calendar days to provide a written decision to the interested parties.

In addition to, or as an alternative to, filing a complaint pursuant to this policy, a person may file a complaint with the U.S. Department of Education, Office for Civil Rights or the Colorado Civil Rights Commission at the addresses below:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100

Office for Civil Rights
1560 Broadway, Suite 1050
Denver, CO 80202
Email: OCR_Denver@ed.gov

Violation of the Equal Opportunity policy will result in disciplinary action up to and including immediate termination.

ADOPTED/REVISED: MARCH 2024