

Laramie Montessori School

Grievance Procedure

Revision Approved March 25, 2021

The Laramie Montessori Charter School (LMCS) Grievance Procedure has been adapted from the Bylaws and Policies of ACSD#1 (as of August 2020) to reflect the governance structure of LMCS.

INTRODUCTION

Laramie Montessori Charter School (LMCS) seeks to promote consensus among its employees, faculty, students, and parents and to encourage equitable solutions to problems arising among them.

LMCS holds that most concerns and differences are best addressed through open and honest communication conducted in an informal, respectful, and civil manner and that effective resolution depends on direct, prompt, and constructive dialogue.

HANDLING COMMUNICATIONS, SUGGESTIONS, AND COMPLAINTS FROM THE PUBLIC AND FROM DISTRICT PERSONNEL

I. Role of the School Director and Staff. The LMCS Board recognizes that effective school governance requires that primary responsibility for issues involving student discipline, curriculum, assessment, and other day-to-day decisions regarding school management lies with the staff and School Director and that these individuals are best suited to resolve conflicts that arise with respect to these issues. While the Board has the authority to appoint, employ, and remove the School Director, primary responsibility and authority over staff and operations of LMCS are vested in the School Director.

II. Citizens' Complaints On Instructional Material

Citizens' complaints on instructional material shall be addressed following the same process established by the ACSD#1 Bylaws and Policies of the Board of Education (Section 3, Policy # 3006), but with autonomous oversight from the LMCS School Director and LMCS Board of Trustees.

III. Citizen and Employee Complaints Regarding LMCS Personnel

A. Dispute Resolution Procedure

1. Procedure. When parents, community members, or LMCS staff members have complaints or disagreements with any parties at LMCS, they should follow the following procedure:

- a. Disagreements or complaints should be resolved, whenever possible, informally through meeting and discussion among the parties most closely involved, while endeavoring to preserve positive relationships.

- b. If the disagreement or concern is not adequately addressed through such informal meeting and discussion, or if the complaint concerns a school-wide policy or procedure, the complainant shall seek to resolve the issue with the School Director.
- c. A complainant may, by written request, seek a formal conference with the School Director to address the disagreement or concern.
- d. The written request shall succinctly describe the specific concern(s) and related details, and shall identify any specific LMCS policy or rule believed to have been violated, and shall provide other relevant information to help the School Director adequately understand the nature of the disagreement or concern.
- e. The request shall be filed within fifteen (15) business days of the most recent incident(s) or last informal attempt to resolve the concern.
- f. Following receipt of the written request, the School Director shall, whenever reasonably possible, conduct a conference with the complainant(s) within ten (10) business days. Within five (5) business days following the conference, the School Director will respond in writing to the complainant(s) the decision or action with regard to the situation. A copy of that decision will also be provided to any other party who is directly involved in the grievance.
- g. Decisions of the School Director are final and not subject to further review.
- h. Disagreements or complaints about the School's Director also should be resolved, whenever possible, informally through meeting and discussion among the parties most closely involved, while endeavoring to preserve positive relationships. Following this meeting, the School Director shall, within seven (7) business days of this meeting, provide a written response that summarizes the meeting results and any agreed on resolutions.
- i. If the disagreement or concern about the School Director is not adequately addressed through such informal meeting and written summary, the complainant may, within seven (7) business days of receiving the School Director's written response, file a written complaint with the LMCS Board Chair. The written complaint must include a copy of the School Director's written response, as set forth in the preceding subparagraph. Following receipt of the complaint and the School Director's written response, the Board shall take the following action:
- The LMCS Board shall meet and confer about the complaint in Executive Session at its next regularly scheduled Board meeting.
 - Within seven (7) business days of the Board meeting, the Board Chair shall communicate in writing, to the complainant and the School Director, the Board's decision.

IV. Sexual Harassment and Discrimination

LMCS does not discriminate on the basis of race, color, national origin, sex, gender, age or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries or complaints concerning Title VI, Title VII, Title IX and Section 504 may be referred to the School Director, the Wyoming Department of Education, or the Department of Education's Office of Civil Rights in Denver, Colorado.

LMCS does not condone or tolerate sexual harassment or discrimination of students or staff by employees, other students, co-employees, or non-employees. Any employee or student who engages in sexual harassment of students or staff will be subject to disciplinary action. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment.