



File: AR-GBK

STAFF CONCERNS/COMPLAINTS/GRIEVANCES

Every effort should be made to resolve the problem at the individual, class, and school level. Students should submit a written report to a teacher or administrator. Adults may file an informal complaint to the Administrator. If the situation cannot be resolved informally, a Formal Complaint should be directed to: Aspen Ridge's Board of Directors via certified mail to: 705 Austin Avenue, Erie, CO 80516.

Aspen Ridge is an equal employment opportunity employer. Equal opportunity employment notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the individual or government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Aspen Ridge complies with the law regarding reasonable accommodation for handicapped and disabled employees. It is the policy of Aspen Ridge to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Aspen Ridge will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Aspen Ridge Preparatory School will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on Aspen Ridge.