

Dispute Resolution Policy

Loveland Classical Schools (LCS) firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a concern, that concern should be resolved using the chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher has more direct knowledge of the student.

This process refers to parents' communication of any kind that seeks or requires an action on the part of the school regarding their students. LCS understands that parents have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the school.

Stage 1: When a parent has a concern, he/she will first go to the source of the concern and attempt to resolve the issue. This must be attempted before proceeding further with the process.

Stage 2: If the issue at hand cannot be resolved in Stage 1, the immediate supervisor should be contacted and a dispute form obtained from that supervisor. (Please see the organizational chart.) If the issue involves a teacher or classroom coordinator, the parent will contact the site assistant principal at administrators@lovelandclassical.org and request a dispute form. Within 48 hours of receipt of the parent's dispute form, the site assistant principal will bring the complaint to the parties involved and have them complete the staff portion of the form. Also within 48 hours of receipt of the parent's dispute form, a meeting will be scheduled. The staff member should complete the dispute form within 24 hours and submit it to the site assistant principal. The site assistant principal will keep all disputes confidential. The site assistant principal will not come to a resolution during the meeting, but rather within 48 hours of the meeting. (Please note all times only include school days. Weekends and holidays are excluded.) This resolution will be sent to both the parent and the staff members. All of these steps must be taken before proceeding to Stage 3.

Stage 3: If the dispute cannot be resolved in Stage 2, the dispute form may be brought to next immediate supervisor according to the organizational chart. If deemed necessary, another meeting will be scheduled with all parties involved in the dispute within 48 hours. Students and other children will not be included in such a meeting. The immediate supervisor will notify all parties of the resolution within 48 hours of meeting. If the supervisor deems a meeting is not necessary, the supervisor will update all parties within 48 hours of receiving the dispute form. If a resolution is not achieved, the issue will be referred to the next immediate supervisor until it has reached the level of the Principal. When the Principal receives a dispute, he/she will review the dispute and contact the parent with either a resolution or update on the progress of his/her investigation within 48 hours. Each time a new supervisor is involved, a new resolution form must be sent to the parent and compiled with the preceding documentation.

Stage 4: If a resolution is not achieved with the involvement of the Principal, the dispute may be referred to the School Accountability Committee (SAC). The parent will contact the SAC at sac@lovelandclassical.org. The SAC will only entertain disputes after the chain of command has been properly followed and the dispute form has been completed at each step along the way. Formal complaints submitted to the SAC must be written and all documentation must be provided to expedite the process. The chair of the SAC will respond to confirm receiving the dispute and provide details of the SAC process.

Stage 5: If a resolution is not achieved with the involvement of the SAC, the following steps may be taken:

The dispute may be submitted in writing to the LCS' board of directors (BOD) along with the dispute form. The board can be contacted at board@lovelandclassical.org. The president of the board will contact the parent to confirm receiving the dispute. The BOD will review the summary and investigate if deemed necessary. The BOD will then notify all parties in an appropriate manner. It is always required that individuals inform involved parties when progressing along the chain of command.

Concerns Regarding Policy

Disputes regarding policy should be directed to the board via the email listed above.

In accordance with our charter all grievances must be resolved at the school. Though we are chartered through Thompson School District (TSD), the district does not have general oversight of LCS operations. Only violations of the amended charter should be reported to TSD.

General Concerns/Questions/Suggestions

Please use the locked suggestion box in the office. The SAC will review the issue at their next regularly scheduled meeting.

In the unfortunate event that resolution is not achieved through the process outlined above, it is possible you may need to consider another educational option for you and your child.

The Board of Directors and SAC will not entertain anonymous complaints nor can they hold information in confidence when it is not in the best interest of the school. The BOD is not the first point of contact and therefore will refer communications that seek response or action to the appropriate individual(s).

Concerns Related to Special Education or Section 504 Process

The course of action for a parent or staff member of Loveland Classical Schools to express a concern related to the implementation of the Special Education process or Section 504 process.

For concerns regarding Special Education:

1. The first step is to contact your student's case manager. For grades K-12 email Leslie McFarling at lmcfarling@lovelandclassical.org or call (970) 541-1507. If you wish, please feel free to include the school's principal, Ian Stout, onto the email correspondence at istout@lovelandclassical.org.
2. If your concern is not able to be addressed by your student's case manager the next step is to contact the school's principal at istout@lovelandclassical.org or call (970) 541-1507 ext. 101.
3. If your concern is unable to find resolve or to be addressed after following the previous two steps of communicating to your student's case manager and then the school's principal, the next step is to contact Thompson School District's Executive Director of Student Support Services, Charlie Carter, at charlie.carter@thompsonschoools.org to communicate your concerns or call (970) 613-5092.

For concerns regarding the 504 process:

1. The first step is to contact the school's 504 coordinator, Catherine Jacobson, at cjacobson@lovelandclassical.org or call (970) 541-1507. If you wish, please feel free to include the school's principal, Ian Stout, onto the email correspondence at istout@lovelandclassical.org.
2. If your concern is not able to be addressed by the 504 coordinator the next step is to contact the school's principal at istout@lovelandclassical.org and explain the situation or call (970) 541-1507 ext. 101.
3. If your concern is unable to find resolve or to be addressed after following the previous two steps of communicating to the 504 coordinator and then the school's principal, the next step is to contact Thompson School District's Executive Director of Student Support Services, Charlie Carter, at charlie.carter@thompsonschoools.org to communicate your concerns or call (970) 613-5092.

At any time, a concern related to SPED or Section 504 at LCS may be brought directly to the Executive Director of Student Support Services at charlie.carter@thompsonschoools.org or (970) 613-5092, or to the following state agencies:

For parents who have concerns with ADA/Section 504:

Office of Civil Rights 303-844-5695
1244 Speer Blvd.
Suite 310
Denver, CO 80204-3582

For parents who have concerns related to Special Education:

Candace Hawkins, Esq., State Complaints Officer
hawkins_c@cde.state.co.us
303-866-6311

Lisa Weiss, Esq., State Complaints Officer
weiss_l@cde.state.co.us
303-866-6685

-Or-

Jennifer Rodriguez, Mediation Coordinator

rodriguez_j@cde.state.co.us

303-866-6889

Exceptional Student Services Unit

1560 Broadway, Suite 1175

Denver, CO 80202

303-866-6694

Fax: 303-866-6767

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