

April 22, 2026

Grievance Procedures

Our grievance procedure establishes both formal and informal avenues for community members to express concerns or report discrimination without fear of retaliation. Highline's procedures for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level. Therefore, when concerns arise, community members are encouraged to speak directly with the parties involved.

If the dispute is not resolved after speaking with the party, Highline offers a neutral 3rd-party investigator and decider to help resolve the dispute and serve as a facilitator, ensuring that all members of our community have the support needed to use the formal grievance process. The investigator and decider are to be named each year and listed publicly in the school's handbook.

Title IX/DPR Process

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address listed for the Title IX Coordinator.

Title IX Coordinator

Sara Taylor, HR Consultant

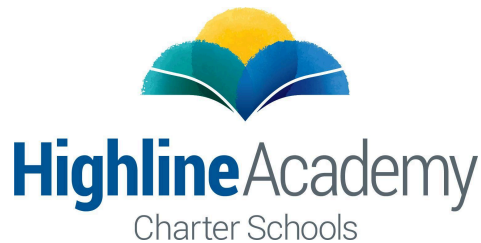
staylor@highlineacademy.org

303-909-5089

Highline Academy SE 2170 S. Dahlia St, Denver, CO 80222

Highline Academy NE 19451 E. Maxwell PL. Denver, CO 80247

For the **2025-2026 school year**, the Highline SE Title IX/DPR resolution team includes Sara Taylor, Human Resources Director, and Ashlee Morris, Assistant Principal. The Highline NE resolution team includes Sara Taylor, Human Resources Director, and Maya Balakier, Assistant Principal. While the administration and Board both expect that conflict will be addressed following the fewest steps of the procedures below, should resolution not be obtained at the lowest faculty or administrative level, each member of the school community is guaranteed both substantive and procedural due process.



Formal Grievance Procedure

The formal grievance procedure is intended to provide an opportunity for grievances that are either not resolved via the informal process or are significant enough in the grievant's mind to require a formal investigative and resolution process documented in writing.

Step One: To initiate the formal grievance process at Highline SE or NE, a grievant should submit a signed and dated grievance to the resolution team member, Sara Taylor, Human Resources Director, who can be reached via email at staylor@highlineacademy.org. The written grievance should detail the allegations of dispute, breach of policy, or discrimination and should cite the contract, policy, or procedure that has been violated.

Step Two: Highline will provide acknowledgment of receipt of the written grievance within 5 workdays. In addition, within 5 workdays, the resolution team will provide a copy of the written grievance to the individual(s) named in the grievances as well as to the direct supervisor of that individual, that being the Executive Director, in the case of the Principal, and that being the Board Chair in the case of the Executive Director.

Step Three: Within 30 workdays, Highline will conduct its own internal investigation, including interviews with all relevant parties, review of pertinent documents, and review of policies, etc.

The investigation team will consist of the following, based on the individuals involved:

DPR/Title IX: Resolution team as listed above

Grievant/Other Staff Member: Investigator: HR Director, Decider: Manager of grievant

Grievant/Manager: Investigator: HR Director, Decider: Executive Director

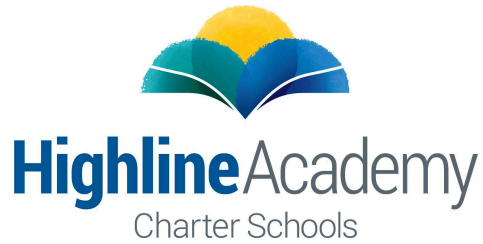
Grievant/Executive Director: Investigator: HR Director, Decider: Board of Directors

Grievant/Board Member: Investigator: HR Consultant, Decider: Board of Directors

Should there be a conflict of interest regarding a personal relationship between the investigator(s) and the grievant, an external investigator may be retained. The Board of Directors will determine the need for an external investigator in collaboration with HR and the Executive Director.

Step Four: Within 45 workdays of the submission of the written grievance, the decider will issue a written resolution response that may include plans for facilitated conflict-resolution meetings, recommendations for changes in policy or procedure, or suggested next steps.

Step Five: Should a grievant not be satisfied with the manner in which the school's investigation team handles the grievance, s/he should bring the matter to the attention of the Board by contacting the Board Chair or Vice Chair. It is important to the integrity of our school that



grievances be handled in an informed, direct, fair, and equitable manner, consistent with our school's REACH values. The administration and Board share responsibility in ensuring the integrity of the vision and its implementation through the system of due process described in this grievance policy. The final forum for conflict resolution, after a grievance has followed the steps outlined above, will be at the Board of Directors level.

Highline SE Resolution Team:

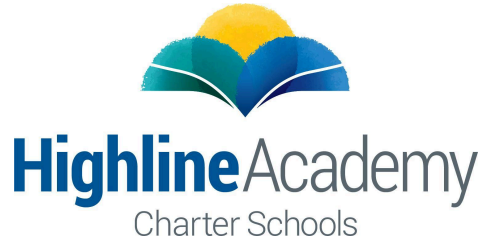
TITLE IX Coordinator: Sara Taylor, Human Resources Director – 303-909-5089

staylor@highlineacademy.org

Highline NE Resolution Team:

TITLE IX Coordinator: Sara Taylor, Human Resources Director – 303-909-5089

staylor@highlineacademy.org



Non-Retaliation Policy

Policy brief & purpose

Our No Retaliation policy outlines our approach to employees who file reports of harmful, discriminatory, or unethical behavior. Whether accusations are true or false, our organization wants to prevent victimization and other retaliatory behavior towards the employee. We believe it is important that employees feel free to speak up about any issues. We comply with all legal prohibitions on retaliation and will grant employees the right to speak about misconduct. In any case, we will make every effort to uphold the law and business ethics.

Scope

This policy applies to all prospective, current, or former employees of the organization.

Policy elements

Actions that often bring about retaliation include but are not limited to:

- Complaints for workplace harassment or discrimination
- Complaints for organization actions that harm the environment or society
- Requests for parental or other leave
- Participation in a pending investigation of misconduct or violations
- Lawsuits for wrongful dismissal or termination for cause

Retaliation is in general defined as any kind of negative action against a current or former employee that takes the form of punishment, and creates a hostile, threatening or uncomfortable environment as a result of their reported complaint.

Retaliation in the workplace may be expressed in a variety of ways. These include but are not limited to:

- Victimization
- Termination or illegal retraction of benefits
- Reduction of compensation
- Poor work performance evaluation
- Exclusion from corporate events or meetings
- Defamation of character (prominent in cases of former employees)

Employees that are found guilty of retaliation will be subject to disciplinary action up to and including termination.

Disciplinary action may also apply to employees who have repeatedly filed false or unreasonable complaints and are proven to have been intentionally lying, falsifying evidence, acting maliciously or for personal benefit.