



Adopted: 2021
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AIM ACADEMY OF SCIENCE & TECHNOLOGY

GRIEVANCE PROCEDURES

Aim Academy of Science & Technology (AAST) encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint. AIM ACADEMY OF SCIENCE & TECHNOLOGY will not retaliate against any person who files a complaint in accordance with these procedures.

The grievance procedures outlined below establish how complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. Grievance procedures may be used by employees, students, parents, or third parties. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

STUDENT & PARENT GRIEVANCES

Complains involving students or parents may be submitted to:

Any person who believes that AIM ACADEMY OF SCIENCE & TECHNOLOGY has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act by discriminating on the basis of race, color, national origin, sex, age, or disability may submit a complaint to the designated individuals below.

ABDIRASHID ABDI; Executive Director

abdirashid.abdi@aimacademymn.org



612-452-2274 ext. 101

TITLE IX GRIEVANCE PROCEDURES

Complaints involving equal opportunity for male and female student athletes and allocation of scholarship dollars. Title IX Manual students or parents may be submitted to:

Any person who believes that AIM ACADEMY OF SCIENCE & TECHNOLOGY has violated Title XI of the Education Amendments of 1972, 20 U.S.C. & 1681.

Abdirahman Ahmed Abdulle

School Operation Manager

aabdulle@aimacademymn.org

612-452-2274 ext.102

EMPLOYEE & THIRD-PARTY GRIEVANCES

Complaints involving employees or third parties may be submitted to:

Abdirashid Abdi

abdirashid.abdi@aimacademymn.org

612-452-2274 ext. 101



FORMAL COMPLAINTS

A formal complaint may be filed by following the steps outlined below:

Step 1

Within ninety (90) calendar days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. If the complaint is being made against the designated individual above, the complaint can be submitted directly to the **school board chair Abdirizak Warfa; PhD. at abdirizak.warfa@aimacademymn.org**, who will designate an appropriate individual to investigate the complaint. Complainants may use the complaint form attached to the grievance procedure. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.

Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential.

Within thirty (30) business days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the complainant. The response will summarize the course and outcome of the investigation and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken.

Step 2



If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal to the school director, within ten (10) business days after receipt of the response. The school director will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal, the Head of School or designee will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

Step 3

If the complainant is not satisfied with the decision of the school director, he/she may appeal through a signed written statement to the school Board of directors within ten (10) business days of the receipt of the school director's response. A statement of appeal to the Board may be submitted to the school board chair who will provide the statement to the Board. In an attempt to resolve the grievance, the Board shall review all relevant information and meet with the concerned parties and their representatives within thirty (30) calendar days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within fifteen (15) business days of this meeting.

Grievants also have the right to file a complaint with the Office for Civil Rights by: (1) mailing the complaint to Director, Minneapolis Office for Civil Rights (OCR), 350 S. 5th St., Room 239

Minneapolis, MN 5541520 612-673-3012; (2) faxing it to 612-673-2599; or (3) filing it electronically at: civilrights@minneapolismn.gov. For more information, you can contact OCR at 612-673-301 (voice), 612-673-2157 (TTY).