

**ACIS POLICY ON COMPLAINTS  
AGAINST ACIS ACCREDITED SCHOOLS  
(January 2020)**

Independent Schools accredited by the Association of Colorado Independent Schools (ACIS) are expected to operate in the public interest and in accordance with ACIS Standards for Membership.

ACIS occasionally receives requests to investigate member schools' alleged violations of ACIS Standards for Membership. Its attitude toward such requests depends on the nature of the charges and the evidence offered. Only substantially supported allegations of practices that could seriously impair the quality and effectiveness of a school's program and are in conflict with the standards of the Association can be considered by ACIS, and then only as a basis for further inquiry. ACIS will not intervene on behalf of individuals.

If the alleged circumstances do appear to be of the nature above described, ACIS may conduct a confidential inquiry with the knowledge of and in conference with those concerned. Findings will be reported to the ACIS Board of Directors for its consideration. Should ACIS deliberations lead to a recommendation for a change of the school's status with the Association, the school has available the appeals procedure established and published by the Association.

**Reviewing Complaints**

1. A complaint describing the allegations against an ACIS accredited school must be written, signed, dated, and received at the ACIS office address.
2. A complaint received by the ACIS office will be acknowledged in writing and initially reviewed by the Executive Director of the Association.
3. If the Director finds the complaint to be outside of the scope of the policies of the Association, the complainant will be so informed in writing. This decision may be appealed, in writing, directly to the Board of Directors.
4. If the complaint appears to be within the scope of the policies of ACIS, a copy of the complaint will be forwarded to the chief administrative officer of the school who will be asked to respond to the complaint.
5. The Executive Director of ACIS will review the response from the school with the ACIS President, and they will decide that a) the matter be closed, or b) the complaint should be referred to the ACIS Standards Committee for consideration. If the complaint involves the ACIS President or his/her/their school, the association Vice-President will review the complaint.
6. After appropriate steps are taken, a report will be submitted to the full ACIS Board at a regular meeting or the ACIS President or Vice-President may call a special meeting. The complainant will be informed in writing about any steps and/or action taken by the ACIS Board.

7. Any member Head of School whose school is the subject of the complaint will be recused from voting regarding the complaint.
8. At any step in the process, the complaint may be referred to the ACIS legal counsel.