GRIEVANCE AND ETHICS POLICY
for
CURREY INGRAM ACADEMY

It is the intent of Currey Ingram Academy (herein the “Academy”) to adhere to all laws and regulations that apply to the Academy, and the underlying purpose of this policy is to support the Academy’s goal of legal compliance. The support of all Board Members, Administrators, Teachers, Staff, Parents, Volunteers and others (collectively, the “Academy Community”) is necessary to achieve compliance with various laws and regulations.

This policy is intended to encourage members of the Academy Community (whether paid or volunteer) to report suspected or actual occurrences of illegal or unethical acts, events, behaviors or practices, without fear of retaliation.

1. Crimes against person or property, including, without limitation, assault, rape, burglary, robbery etc., should be first and immediately reported to local law enforcement personnel and immediately thereafter reported to the Head of School and the Ombudsman appointed by the Board of Trustees.

2. Any matter which is not a Qualifying Concern (as defined below) such as concerns regarding Academy policies, academic issues, programs, day-to-day school operations and similar issues should be reported to the appropriate Division Head or the Head of School.

3. A “Reporting Party” under this policy is any person who, in good faith, reports an act, event, behavior or practice (whether suspected or actual) within the operations of Currey Ingram Academy which such person reasonably believes, in good faith, to be illegal or unethical (each, a “Qualifying Concern”).

4. The Reporting Party should promptly report a Qualifying Concern to his or her supervisor if such Reporting Party is an employee, and if the Reporting Party is a parent or other party, such party should report the Qualifying Concern to the appropriate Division Head or the Head of School. If the Reporting Party would reasonably be uncomfortable or otherwise reluctant to report a Qualifying Concern as set forth in the immediately preceding sentence, or in the case of an employee, if such Qualifying Concern involves his or her immediate supervisor, then the Reporting Party should report the event to the next highest level of management up to and including, if necessary, a Board Trustee.

5. Although it is preferable that a Reporting Party identify themselves, they may anonymously leave a message on the Academy’s Reporting Party hotline at (615) 620-6289. Messages left at this number will be received and reviewed by the Head of School.
6. If an individual has a Qualifying Concern involving the Head of School, the Reporting Party should contact the Academy’s Ombudsman appointed by the Board of Directors. The phone number for the Ombudsman is (615) 777-4813. Messages left at this number will be received and reviewed by the Ombudsman. The Ombudsman shall report all concerns relating to the Head of School to the Chairman of the Academy’s Executive Committee.

7. The Reporting Party may report the event with or without revealing his or her identity. The Academy encourages Reporting Parties to provide their identity and contact information, whenever possible, in order to facilitate any investigation, fact gathering and follow up responses.

8. If the Reporting Party has provided his or her identity and contact information then he or she shall receive a response within a reasonable time of the initial report, regarding the investigation, disposition or resolution of the issue; provided, however, any such response shall not include any information which is prohibited by law from being released to the general public, which would reveal the identity of a minor child (without the prior written consent of such minor child’s parents or legal guardians), or is otherwise protected as confidential, by law or the Academy’s internal policies.

9. The Reporting Party shall not be subject to disciplinary action for reporting a Qualifying Concern, provide such report was made in good faith, without malice or intent to injure or damage any other person, or the name and reputation of the Academy. A Reporting Party is protected from disciplinary action only if he or she brings the Qualifying Concern to the attention of the Academy in accordance with this Policy and provides the Academy with a reasonable opportunity to investigate and correct the Qualifying Concern. The protection described above is only available to Reporting Parties who comply with this requirement.

10. A Reporting Party who makes a report in bad faith is subject to discipline, including, without limitation, removal from the Board of Trustees, termination of his or her employment, expulsion from the Academy, or any and all other legal means and remedies to protect the reputation of the Academy, its Student, the members of its Board, Administration, Teachers and Staff.

11. Members of the Academy’s Board, Administration, Teachers or Staff who receive a report of a Qualifying Concern must promptly report it to the Head of School unless such Qualifying Concern involves the Head of School in which case it shall be reported to the Academy’s Ombudsman.
12. The Executive Committee of the Academy’s Board of Trustees shall be responsible for investigating, and making appropriate recommendations to the Board of Directors, with respect to all reported Qualifying Concerns. The Executive Committee may, in its discretion, employ one or more internal or external investigators, as needed, to investigate any Qualifying Concern. The Executive Committee shall either: (i) make a final determination with regard to any Qualifying Concern and take any action necessary to address it, or (ii) in its discretion, refer its findings to the full Board of Trustees for further investigation or disposition.

13. Providing that a report of a Qualifying Concern was made, in good faith, the identity of the Reporting Party, if known, shall remain confidential and may only be revealed to those persons who need to know the Reporting Party’s identity in order to carry out any investigation or resolution of the Qualifying Concern, or as otherwise required by law.