

General Grievance Procedure

Students, parents of students, employees, and applicants for employment in the District will have the right to file a formal complaint alleging discrimination under federal and/or state laws, rules, and regulations requiring nondiscrimination in programs and employment. Formal complaints and informal reports regarding sex discrimination will be subject to the Title IX grievance process (see Procedure 102c).

Level One - Principal, Immediate Supervisor or Personnel Contact Person (Informal and Optional - may be bypassed by the grievant)

Level One is informal and optional and may be bypassed by the complainant, including in instances of sexual discrimination. If a grievant chooses to participate in Level One, the grievant may choose to end the informal Level One process at any time.

Employees with a complaint of discrimination based upon their age, race, creed, color, gender, sex, sexual orientation, gender identity, national origin, religion, disability or genetic information are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally if the parties agree. An applicant for employment with a complaint of discrimination based upon their age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or genetic information are encouraged to first discuss it with the personnel contact person. A student, or a parent of a student, with a complaint of discrimination based upon their race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, marital status, socioeconomic status, age (except for permitting/prohibiting students to engage in certain activities), or genetic information are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved, with the objective of voluntarily resolving the matter informally if the parties agree.

Level Two - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The grievant will state the nature of the grievance and the remedy requested. The filing of the formal, written grievance at Level Two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the grievance be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the grievance.

Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the Superintendent. Within five (5) working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The Superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

Level Four - Appeal to Board

If the grievant is not satisfied with the Superintendent's decision, the grievant can file an appeal with the Board within five (5) working days of the decision. It is within the discretion of the Board to determine whether it will hear the appeal.