

NONDISCRIMINATION ON THE BASIS OF SEX
(Title IX Student Grievance Procedure)

Definition

A “grievance” shall mean a complaint which has been filed by a student or by a student’s parent, on his/her behalf, dealing specifically with Title IX. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided to situations for which the Board is without authority to act. Normal channels of communication, from student to teacher to administrator to Board, shall be used whenever feasible in seeking clarification of questions of concern to the students before the grievance procedure is utilized.

Purpose

The primary purpose of this procedure shall be to secure, at the earliest level possible, equitable solutions to a claim of a complainant, if the claim is justifiable. The proceedings shall be kept confidential at each level of this procedure.

Time

The number of days indicated at each level shall be regarded as a maximum and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

Level One

A student with a complaint shall first (level one-A) present it orally and informally to his/her teacher. If the complaint is not resolved within three school days, he/she may (level one-B) present a formal claim in writing (including all supporting statements and evidence) to his/her school grievance committee. Within five school days after receiving the written complaint, the grievance committee shall state its decision in writing, with all supporting reasons and evidence.

Level Two

Within five school days after receiving the decision at level one, the complainant may appeal the decision to the principal of the school. This appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence and decisions. The principal shall evaluate the evidence and render his/her decision within 10 school days after receiving the appeal.

Level Three

If the complainant deems it desirable to carry the complaint beyond the decision reached in level two, he/she may within 10 school days file his/her complaint with the Superintendent or designee. The Superintendent or designee shall evaluate the evidence and render his/her decision within 10 school days after receiving the appeal.

Level Four

If the complainant deems it desirable to carry the complaint beyond the decision reached in level three, he/she may within 10 school days file his/her complaint with the Board.

Withdrawal

A complaint may be withdrawn by the complainant at any level without prejudice or record.

Hearings and Decisions

At each of the above four levels, the complainant shall be given the opportunity to be present and to be heard. All decisions at each level (with the exception of level one-A) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished within three school days to all parties involved.

Reprisals

No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.

Preservation of Records

All proceedings external to the decision of the Board shall be destroyed. However, any complainant who wishes the proceedings (relative to his/her own complaint) to be placed in his/her school records may achieve such action by filing a written request therefor.

Disclaimer

In the adoption and implementation of this grievance procedure, it shall be understood that the Board is not a court of law and that rules of jurisdiction shall not apply.

School Grievance Committee: appointed, as needed, by building principal (three-member committee).

(Approval date: August 14, 2001)