

**Resolution of Complaints/ Grievances
Regarding Harassment or Discrimination**

Billings Public Schools recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among individuals, to reduce potential areas of grievances and to establish and maintain recognized channels of communication between individuals.

The District intends to expedite the process for all concerned parties. Individuals are urged to use the prescribed grievance procedures (negotiated in some instances) whenever they feel that an action has aggrieved them. The procedures are established to secure a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

A grievance must be a claim by an individual based upon alleged violation, misinterpretation or a misapplication of existing language within an appropriate collective bargaining agreement or within existing language of District policies and procedures, including, any alleged act of discrimination based on race, color, creed, physical or mental disability, sex, marital status, political beliefs, religion, parental status, age, or national origin. The grievance must cite the specific violation, and a remedy must be identified that is suitable.

All documents, communications and records dealing with the processing of a grievance regarding harassment or discrimination shall be maintained in a separate file and shall not be kept in the permanent records of the aggrieved.

The Superintendent shall establish, maintain, and make available to all employees, students, parents, and legal guardians due process procedures required by the Constitution, federal or state laws, rules, and regulations. The primary focus will be to secure, at the earliest level possible, equitable solutions to concerns.

Date Adopted: March 18, 1996