

**Cologne Academy**

**Title IX**

**Grievance Procedures**

Nondiscrimination Policy Statement:

It is the policy of the COLOGNE ACADEMY not to discriminate on the basis of race, color, creed, religion, national origin, age, marital status, sex, or disability.

Human Rights/Title IX:

The school district's Human Rights/Title IX coordinator is currently the following person:

Lynn G. Peterson

COLOGNE ACADEMY

1221 Village Parkway

Cologne, MN 55322

952-466-2276

Grievance Procedure:

Any individual may file a grievance in the COLOGNE ACADEMY School District if the individual believes there has been a Human Rights or Title IX violation.

If the complaint involves a report of religious, racial, sexual harassment or violence contact the human rights coordinator, Lynn G. Peterson.

If the complaint involves unlawful sexual discrimination contact the Title IX coordinator, Lynn G. Peterson.

\*\* If the complaint involves the designated coordinators the complainant should file his/her complaint directly with the School Board Chair of COLOGNE ACADEMY.

**Step One:** The grievance/complaint shall be submitted to the appropriate coordinator within COLOGNE ACADEMY, who shall investigate the circumstances of the alleged violation. The coordinator shall make a written report of his/her findings of fact and conclusions within ten (10) school days.

**Step Two:** If the grievance has not been resolved to the satisfaction of the grievant, she/he may appeal the report of the coordinator to School Board Chair of COLOGNE ACADEMY within five (5) school days of the receipt of the report. After investigation and within ten (10) school days of the receipt of the appeal, the School Board Chair shall affirm, reverse, or modify the report of the coordinator.

**Step Three:** If the grievance has not been resolved in Step Two to the satisfaction of the grievant, she/he may appeal to the school board within five (5) school days of the receipt of the report in Step Two. Said appeal must be in writing and provided to the Director of school. The school board shall conduct an informal hearing in an open meeting to review the alleged violation. The board shall give each party at least five (5) school days notice of this meeting. The board shall affirm, reverse, or modify the report issued in Step Two within fifteen (15) school days of receipt of the appeal. This procedure contains written assurance that complaints may be made without fear of reprisal.