

'EPHRATA SCHOOL DISTRICT
Ephrata, Washington

GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, SECTION 504

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Vocational Rehabilitation Act.

LEVEL ONE – Principal or Immediate Supervisor (Informal and Optional – may be bypassed by the grievant).

Employees with a grievance of nondiscrimination on the basis of race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, and use of a trained dog guide or service animal by a person with a disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, and use of a trained dog guide or service animal by a person with a disability may discuss it with the teacher, counselor, or building administrator involved.

LEVEL TWO – Title IX and Section 504 Coordinator(s)

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained at the Ephrata School District office. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint 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 grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX or Section 504 Coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of complaint.

LEVEL THREE – Superintendent

If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

LEVEL FOUR – Ephrata School Board

If the complaint is not resolved at level three, the grievant may proceed to level four by presenting a written appeal to the President of the Ephrata School Board within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a

meeting with the Ephrata School Board to discuss the appeal. A decision will be rendered by the Ephrata School Board at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Ephrata School Board action. This procedure in no way denies the right of the grievant to file formal complaints with the Washington State Human Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination of Title VI, Title IX, and Section 504 Coordinator.

FAILURE TO OBSERVE TIME LIMITS

In the event the grievant fails to exhaust its remedies under the grievance procedure provided above, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned and the matter shall be settled in accordance with the Ephrata School District's last answer thereto. In the event the Ephrata School District fails to give its answer at any step within the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. Any time limit may be extended by written mutual agreement of the grievant and the Ephrata School District.

EFFECT OF SETTLEMENT

Any settlement of a grievance shall be applicable to that grievance only and shall not necessarily set a precedent for the disposition of any other grievance.