

**PROCEDURES FOR IMPLEMENTING BOARD POLICY:NONDISCRIMINATION INCLUDING  
TITLE IX AND SECTION 504**

5:10

Page 1 of 7 pages

The Grievance Procedure is as follows:

**Definition** - A "grievance" shall mean a complaint which has been filed by a student or by a student's parents or an employee of the District, dealing specifically with Title IX. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state laws or negotiated agreements with employment groups clearly outside the regulations set forth by Title IX and outside the purview and jurisdiction of the Office of Civil Rights.

**Specific Purpose** - The primary purpose of the grievance procedures is to secure, at the earliest level possible, an equitable solution to a complaint. Normal channels of communication, from student to teacher, from employee to supervisor, and from applicant to the Personnel Office should be followed whenever feasible in seeking clarification of questions or concerns before the formal grievance procedure is utilized.

**Confidentiality** - All grievance proceedings shall be kept in strict confidence at each level of the procedure.

**Time** - The number of days indicated at each level of the procedure shall be regarded as a maximum, and every effort shall be made to expedite the process. The limits specified may be extended by mutual agreement. Such agreement must be in writing and signed by both parties. The number of days refers to normal working days and excludes weekends and holidays observed by the District.

**Withdrawal** - A complaint may be withdrawn by the grievant at any level of proceeding without prejudice or record.

**Hearings and Decisions** - At each of the four steps in the grievance procedure, the grievant shall be given the opportunity to be present and to be heard. All decisions at each step (except Step One) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

**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 Superintendent shall be destroyed. Any grievant, however, who wishes the proceedings of his/her complaints to be placed in his/her personnel file may do so by filing a written request to the Hearing Officer.

**Step #1** - The grievant shall first present the alleged grievance orally and informally to the person whose action prompted the complaint. If the complaint is not promptly resolved, the grievant can proceed to Step #2.

**Step #2** - Within fifteen (15) days of the incident, the grievant shall present a formal claim in writing (including all supporting statements and evidence) to the administrator of the area in which the alleged grievance occurred. The administrator will arrange a meeting with the grievant at a mutually convenient time to discuss the alleged grievance. Of course, additional meetings may be held at the request of either the grievant or administrator. The administrator will respond in writing to the written complaint received from the grievant. The written response must be rendered within seven (7) days. A copy of this written response must be forwarded to the Title IX Hearing Officer.

**Step #3** - If the grievant is not satisfied with the resolution of the grievance in Step #2, the grievant may appeal the decision to the Title IX Hearing Officer. The appeal may contain copies of all original correspondence initiated by the grievant along with the written response of the administrator in Step #2. The Hearing Officer may arrange for a meeting with either or both the grievant and the administrator. The Hearing Officer will evaluate the evidence supporting the complaint and the decision of the administrator and render his decision within ten (10) days after receiving the appeal.

**Step #4** - If the grievant is not satisfied with the resolution of the grievance in Step #3, the grievant may file his/her written complaint with the Superintendent of Schools, through the Hearing Officer. The complaint must be filed within seven (7) days. The Hearing Officer will notify the Superintendent of the intent of the grievant and furnish same with copies of all written documents rendered through Step #3.

The Superintendent will meet with the grievant at the earliest mutually agreeable time. A final determination of the complaint will be made within ten (10) days and submitted in writing to the grievant.

**TITLE IX GRIEVANCE FILING FORM\***

**Date** \_\_\_\_\_

**Your name** \_\_\_\_\_

**Your school and/or position** \_\_\_\_\_

**Place where you may be reached** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Nature of your grievance (Please describe policy or action you believe may be in violation of Title IX, indicate specific section(s) of Title IX you believe is being violated, and identify any person(s) you believe may be responsible for the violation.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If others are affected by the possible violation, please give their names and/or positions.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please describe any corrective action you would like to see taken with regard to the possible Title IX violation or provide other information relevant to this grievance.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of grievant**

**Signature of person receiving grievance**

**Date of grievance filing**

**\*To be submitted to Title IX Coordinator**

**INFORMAL HEARING**

**STEP I**

**Date of hearing**\_\_\_\_\_ **Time of hearing**\_\_\_\_\_ **Place of hearing**\_\_\_\_\_

**Persons present: Grievant(s)**\_\_\_\_\_

**Respondent(s)**\_\_\_\_\_

**Facts of grievance**

**Areas of agreement**\_\_\_\_\_

\_\_\_\_\_

**Areas of disagreement**\_\_\_\_\_

\_\_\_\_\_

**Corrective actions**

**Areas of agreement**\_\_\_\_\_

\_\_\_\_\_

**Areas of disagreement**\_\_\_\_\_

\_\_\_\_\_

**Title IX decision reached**\_\_\_\_\_

**Date received by Title IX Coordinator**\_\_\_\_\_

**Summation of unresolved areas of grievance**\_\_\_\_\_

**Notification of parties in Step II**

**Parties notified**\_\_\_\_\_ **Date notified**\_\_\_\_\_

**BUILDING HEARING - ADMINISTRATIVE**

**STEP II**

**Date of hearing** \_\_\_\_\_ **Time of hearing** \_\_\_\_\_ **Place of hearing** \_\_\_\_\_

**Persons present:** Grievant(s) \_\_\_\_\_

**Respondent(s)** \_\_\_\_\_

**Facts of grievance**

**Areas of agreement** \_\_\_\_\_

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**Areas of disagreement** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Corrective actions**

**Areas of agreement** \_\_\_\_\_

\_\_\_\_\_

**Areas of disagreement** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Title IX decision reached** \_\_\_\_\_

**Date received by Title IX Coordinator** \_\_\_\_\_

**Summation of unresolved areas of grievance** \_\_\_\_\_

**Notification of parties in Step III**

**Persons notified** \_\_\_\_\_ **Date notified** \_\_\_\_\_

**TITLE IX HEARING OFFICER**

**STEP III**

**Date of hearing**\_\_\_\_\_ **Time of hearing**\_\_\_\_\_ **Place of hearing**\_\_\_\_\_

**Persons present:** Grievant(s)\_\_\_\_\_

**Respondent(s)**\_\_\_\_\_

**Facts of grievance**

**Areas of agreement**\_\_\_\_\_

**Areas of disagreement**\_\_\_\_\_

**Corrective actions**

**Areas of agreement**\_\_\_\_\_

**Areas of disagreement**\_\_\_\_\_

**Title IX decision reached**\_\_\_\_\_

**Date received by Title IX Coordinator**\_\_\_\_\_

**Summation of unresolved areas of grievance**\_\_\_\_\_

**Notification of parties in Step IV**

**Persons notified**\_\_\_\_\_ **Date notified**\_\_\_\_\_

**SUPERINTENDENT'S HEARING**

**STEP IV**

**Date of hearing**\_\_\_\_\_ **Time of hearing**\_\_\_\_\_ **Place of hearing**\_\_\_\_\_

**Persons present:** Grievant(s)\_\_\_\_\_

**Facts of grievance**

**Areas of agreement**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Areas of disagreement**\_\_\_\_\_

\_\_\_\_\_

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**Corrective action**

**Areas of agreement**\_\_\_\_\_

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\_\_\_\_\_

**Areas of disagreement**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Superintendent's decision**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date received**\_\_\_\_\_

**Recommendation for further action**\_\_\_\_\_

\_\_\_\_\_

**Recommendations transmitted to**\_\_\_\_\_

**Date transmitted**\_\_\_\_\_

**Action taken**\_\_\_\_\_