

Jamestown Public School District #1 Grievance Procedure for Title VI, Title IX, Section 504

Any person who believes he/she, or any specific class of individuals, has been subjected to discrimination on the basis of race, color, sex, gender identity, national origin, ancestry, age, disability or other status may file a complaint as outlined below. A complaint must be filed not later than 180 days from the date of the alleged discrimination unless the time for filing is extended by the responsible school official or his/her designee.

1. Complaint Procedure

- a. An informal oral complaint may be filed with the superintendent or immediate superior if the person filing the complaint is a student or employee of the Jamestown Public School District,

OR

- b. A formal written complaint may be filed with the District Administrator, who will designate the person responsible for coordinating the efforts of Jamestown Public School District No. 1 to comply with Title VI, Title IX, and Section 504, including the investigation of complaints alleging non-compliance. The office address and telephone number is:

Robert Lech, District Administrator

P.O. Box 269

207 Second Avenue Southeast

Jamestown, North Dakota 58401

(701) 252-1950

*Any person lodging an informal, oral complaint has the right to file a formal written complaint within 60 days of filing the oral complaint. The formal written complaint must be filed as outlined in (b) above.