No. 2520
SECTION: ADMINISTRATION
TITLE: EQUAL RIGHTS AND OPPORTUNITIES: GRIEVANCE PROCEDURE

ADOPTED: 11/17/76
READOPTED: 6/15/09;6/20/13;1/29/14; 11/15/16;11/26/24
REVISED: 9/22/98;4/24/01;4/18/05

OXFORD AREA SCHOOL DISTRICT

A. Those persons who have complaints alleging violations of the Equal Rights and Opportunities Policy of the Oxford Area School District may submit their complaint through the following grievance procedure, using the appropriate grievance forms as found in administrative procedures.

1. Within fifteen (15) days after the alleged violation, the grievant shall initiate an informal discussion with the principal or immediate supervisor. If the informal discussion does not resolve the issue, the grievant shall submit a written complaint, Appendix A, to the principal or immediate supervisor. The principal or immediate supervisor shall respond in writing, Appendix B, within fifteen (15) calendar days.

2. If the grievance is not resolved under Step 1, the grievant shall submit the written complaint to the Equal Rights and Opportunities Compliance Officer (Director of Human Resources) within fifteen (15) calendar days. The compliance Officer has the authority to investigate the grievance and attempt a resolution. The Compliance Officer shall respond within fifteen (15) calendar days using Appendix C.

3. If the grievance is not resolved under Step 2, the grievant shall refer the complaint, within fifteen (15) calendar days, to the Board of School Directors.

4. Unresolved issues may be filed with the Office of Civil Rights.

B. A grievant has the right to be accompanied by a third party during all steps of the grievance procedure.