

**GRIEVANCE PROCEDURE FOR  
FILING, PROCESSING, AND RESOLVING  
ALLEGED DISCRIMINATION COMPLAINTS  
(STUDENTS AND EMPLOYEES)**

**6300**

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**A. Definitions**

1. **Discrimination complaint:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), or qualified handicap.
2. **Student Grievant:** A student of the School district who submits a complaint alleging discrimination based on race, color, national origin, sex (including sexual harassment), or qualified handicap.
3. **Employee Grievant:** An employee of the school district who submits a complaint alleging discrimination based on race, color, national origin, religion, sex (including sexual harassment), age, or qualified handicap.
4. **Title IX, ADA, Title VII and 504 Coordinators(s):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, and other State and Federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.
5. **Respondent:** The person alleged to be responsible for the violation contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
6. **Day:** Day means a working day when the school district's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

**B. Pre-filing Procedures**

1. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the district's Title IX, ADA, Title VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

**C. Filing Processing Discrimination Complaints**

1. **Grievant:** Submits written complaint to the Coordinator, as applicable, stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within thirty (30) days of alleged violation. Complaint forms are available from the office of the district's Title IX, ADA, and Title VII and 504 Coordinator.
2. **Coordinator:** Notifies respondent within 10 days, asks respondent to:
  - a. Confirm or deny facts
  - b. Indicate acceptance or rejection of student or employee's requested action, or,
  - c. Outline alternatives
3. **Respondent:** Submits answer within 10 days to the applicable Coordinator.
4. **Coordinator:** Within 10 days after receiving respondent's answer, applicable Coordinator refers the written complaint and respondent's written answer to the principal or other designee. The Coordinator also schedules a hearing with the grievant, the respondent, and the principal or other designee.
5. **Principal, Grievant, Respondent, and Coordinator:** Hearing is conducted.

6. **Principal:** Issues within 10 days after the hearing a written decision to the student or employee, respondent, and applicable Coordinator.
7. **Grievant or Respondent:** If the Grievant or Respondent is not satisfied with the decision, they must notify the applicable Coordinator within 10 days and request, in writing, a hearing with the Superintendent.
8. **Coordinator:** Schedules within 10 days of request a hearing with the grievant, respondent, and Superintendent.
9. **Superintendent, Grievant, Respondent, and applicable Coordinator:** Hearing is conducted.
10. **Superintendent:** Issues a written decision within 10 days following the hearing.
11. **Grievant:** If the grievant or respondent is not satisfied with the decision, they must notify the applicable Coordinator, in writing, within 10 days and request a hearing with the Board of Education.
12. **Coordinator:** Notifies Board of Education, in writing, within 10 days after receiving request. Coordinator schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.
13. **Hearing held by the Board:** Grievant, respondent, and applicable Coordinator and the Board issue a final decision at the hearing regarding the validity of the grievance and any action to be taken.

**D. General Provisions**

1. **Extension of time:** Any time limits set by those procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
2. **Access to Regulations:** Upon request, the school district shall provide copies of any school district regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap or veteran status.
3. **Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the school district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

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