

PERSONNEL

Uniform Grievance Procedure

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the Principal within thirty (30) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

Upon receiving the written grievance the Principal shall investigate and attempt to resolve the complaint within thirty (30) days. If either party is not satisfied with the Principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the Principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the Principal's decision.

If the complaint alleges a violation of Title IX, Title II, Title VI, Section 504 of the Rehabilitation Act, or sexual harassment, the complaint will be investigated by the Nondiscrimination Coordinator or the Equity Officer. The Coordinator/Officer will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside

investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the Principal within thirty (30) days. The parties shall be afforded the opportunity to either dispute or concur with the Principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the Principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision.

Upon receipt of a written grievance by the superintendent, the superintendent shall prepare a summary status report for the Board's review at the next regularly scheduled board meeting. Such summary report shall include a brief statement of the parties involved, nature of the grievance submitted, relief requested, and the superintendent's disposition (or anticipated disposition, if the superintendent has not yet responded to the grievance).

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

Level 5: County Superintendent

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board, pursuant to the Rules of School Controversy.

Procedure History:

Adopted on: June 1999

Revised: August 2000