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3 **COMMUNITY RELATIONS**

4120

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5 Uniform Grievance Procedure

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7 It is the Board's desire that administrative procedures for settling complaints and grievances of
8 any and all persons (i.e., staff, students, patrons, hereinafter "Grievant") be an orderly process
9 within which solutions may be pursued. Further, that the procedure provides prompt and
10 equitable resolution at the lowest possible administrative level. Additionally, it is the Board's
11 desire that each grievant be assured an opportunity for orderly presentation and review of
12 complaints without fear of reprisal.

13
14 Grievance Procedure

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16 This grievance procedure should be followed if a grievant believes that the Board, its employees
17 or agents have violated the grievant's rights guaranteed by the State or federal constitutions, State
18 or federal statutes, or Board policy.

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

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27 **Level 1: Informal:** A grievant with a complaint is encouraged to first discuss it with the teacher,
28 counselor, or building administrator involved, with the objective of resolving the matter promptly
29 and informally. An exception is that complaints of sexual harassment should be discussed with
30 the first line administrator that is not involved in the alleged harassment.

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32 **Level 2: Principal:** If the complaint is not resolved at Level 1, the grievant may file a written
33 grievance stating:

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35 1. The nature of the grievance; and
36 2. The remedy requested.

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38 It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the
39 principal within 30 days of the event or incident, or from the date the grievant could reasonably
40 become aware of such occurrence.

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42 If the complaint alleges a violation of Board policy, or any law or administrative procedure not
43 specified below, the principal shall investigate and attempt to resolve the complaint. If either
44 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 or his designee within 15 days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within 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 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 or his designee shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent or his designee shall decide the matter within ten days of the meeting and shall notify the parties in writing of the decision. If the Superintendent or his designee agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent or his designee rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent or his designee.

If either party is not satisfied with the decision of the Superintendent or his designee, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within 15 days of receiving the Superintendent's or his designee's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent or his designee to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board: Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, 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 30 days of that meeting. The decision of the Board will be final.

Policy History:

Adopted on: October 11, 2016

Revised on: