

Grievance Procedures for Filing, Processing, and Resolving Discrimination Complaints (Students and Employees).

6006

Definitions

Discrimination Complaint: A written complaint alleging that a policy, procedure or practice discriminates on the basis of race, color, national origin, sex, or disability.

Student Grievant: A student of the School district who submits a complaint alleging discrimination on the basis of race, color, national origin, sex, or disability.

Employee Grievant: An employee of the School District who submits a complaint alleging discrimination based on race, color, national origin, sex, or disability.

Title IX and 504 Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.

Respondent: The person alleged to be responsible for the violation alleged 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.

Day: Day means a working day; the calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

Pre-Filing Procedures: Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Superintendent and a responsible effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints:

- a. Grievant Submits written complaint to Title IX/504 Coordinator stating name, nature and date of alleged violation; name of person responsible (where known); and requested action. Complaint must be submitted within thirty (30) days of alleged violation.
- b. Title IX/504 Coordinator Notifies respondent within ten (10) days and asks respondent to: Confirm or deny facts; Indicate acceptance of or rejection of student's or employee's requested action; or Outline alternatives.
- c. Respondent Submits answer within ten (10) days to Title IX/504 Coordinator.
- d. Title IX/504 Coordinator Within ten (10) days after receiving respondent's answer, Title IX/504 Coordinator refers the written complaint and respondent's answer to the principal or other designee. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent, and the principal or other designee.
- e. Principal, Grievant, Respondent, and Title IX/504 Coordinator Hearing is conducted.

- f. Principal Issues within ten (10) days after the hearing, a written decision to the student or employee, respondent and Title IX/504 Coordinator.
- g. Grievant or Respondent If the Grievant or Respondent is not satisfied with the decision, he or she must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the Superintendent.
- h. Title IX/504 Coordinator Schedules, within ten (10) days of request, a hearing with the grievant, respondent, and Superintendent.
- i. Superintendent, Grievant, Respondent and Title IX/504 Coordinator Hearing is conducted.
- j. Superintendent Issues a decision within ten (10) days following the hearing.
- k. Grievant If the grievant or respondent is not satisfied with the decision, he or she must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the government board.
- l. Title IX/504 Coordinator Notifies governing Board within ten (10) days after receiving request. Title IX/504 Coordinator schedules hearing with the Board. Hearing is to be conducted within thirty (30) days from the date of notification of the governing board.
- m. Governing Board or hearing panel established by the board; Grievant & Title IX/504 Coordinator Hearing is conducted.
- n. Governing Board Issues a final decision within ten (10) days after the hearing regarding the validity of the grievance and any action taken.
- o. Grievant if grievant or respondent is not satisfied with the decision; he or she may request the Oklahoma State Department of Education to review the final decision of the LEA (Governing Board).

General Provisions

Extension of Time: Any time limits by those procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the complaint is resolved shall be no more than 180 days.

Access to Regulations: This School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, disability or veteran status, upon request.

Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file.

Complaint records shall be maintained on file for three years after complaint resolution. Board Revised:
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