

**CODIFICATION REFERENCE NUMBER:** M 5750

**DATE:** February 10, 1995

**REVIEWED:** January 14, 2008

## **GRIEVANCE PROCEDURE FOR EQUAL EDUCATIONAL OPPORTUNITY**

### **RESPONSIBILITY:**

The Superintendent of Schools shall provide a procedure through which pupils or parents of pupils who believe that there has been a violation of the above policy affecting them may file a complaint with the school District. The following procedure shall apply to the above policy.

### **PROCEDURE:**

Any pupil or parent of a pupil who believes that there has been a violation as to them of the Board policy governing equal educational opportunity incidents may file a complaint with the school District's Affirmative Action Officer. If the pupil or parent feels more comfortable, he/she may first initiate the complaint with another professional representative of the school District. However, it is recommended that students report all incidents to their guidance counselor. The counselor will counsel and advise students of the Board's grievance policy and procedures. If a complaint is judged to require administrative action and any matter in which a staff employee is alleged to be involved, the principal will be advised and a complaint shall be forwarded to the Affirmative Action Officer.

While maintaining the complainant's confidentiality to the extent appropriate and possible, the Affirmative Action Officer shall investigate the complaint. This investigation may include speaking to the complainant (both pupil and parents if applicable) and any other individuals who may have information regarding the complaint. Upon completion of the investigation, the Affirmative Action Officer shall write a report, including recommendations, to the Superintendent of Schools. All individuals who are alleged to be involved in the complaint will be informed as to the nature of the report.

The Superintendent of Schools shall review the Affirmative Action Officer's report and shall determine either a) that the complaint is without merit; or b) that the complaint is meritorious. If the complaint has merit the Superintendent shall determine what affirmative action, discipline, or other response is appropriate. The complainant shall receive a written copy of the Superintendent's decision.

If the complainant is not satisfied with the Superintendent's decision he/she may file an appeal to the Board of Education within ten (10) school days of receipt of the Superintendent's report. The Board, or a committee thereof, shall review the Superintendent's decision and the complainant's appeal. If it chooses to do so, the Board may have the complainant (pupil and/or parents) and any other appropriate individuals appear before it prior to reaching a decision. The Board of Education will render a decision in writing and provide a copy of the complainant.