

POLICY 4065 PROCEDURES

GRIEVANCE PROCEDURES

Title IX, Title VII, Chapter 28A.640, 28A.400.310, 49.60 RCW & W AC 392-200 and 42 U.S.C., § 12101-12213 Americans with Disabilities Act.

I. Definitions

A. "Grievance" shall mean a complaint which has been made by a district employee, student, or by a student's parent or guardian on his/her behalf, dealing with:

Title IX Educational Amendments RCW 28A.640 of 1972 and Washington Administrative Code prohibiting discrimination in education on the basis of race, creed, color, national origin, age, gender, marital status or qualified individuals with disabilities.

B. Limitations. The grievance procedure is not applicable to situations for which such appeal and adjudication procedures are provided in state law under which the Board is without authority to act. This complaint procedure shall not prohibit the processing of grievances by an employee bargaining representative and/or a member of a bargaining unit pursuant to grievance procedures established at the district level by local bargaining agreement.

C. Complainant. A district employee, student or a student's parent or guardian on his/her behalf, believing they have been aggrieved, shall file a signed, written complaint using form 4065A with the District's Equity officer, setting forth specific facts, conditions, or circumstances alleged to be in violation of the aforementioned laws.

D. Complaint Form. All formal complaints must be submitted on form number 4065A.

II. Purpose

The primary purpose of this procedure is to secure at the earliest possible time, an equitable and prompt resolution of complaint, if the claim is justifiable.

A. Timeliness. In order for the grievance to be considered it must be filed at Step 1 within twenty (20) calendar days of the occurrence of the act or condition causing the alleged grievance; the twenty (20) calendar days shall be measured from the time the grievant became aware of the act or condition or after an informal hearing.

III. Informal Procedure

When an alleged violation of equity has occurred, an attempt shall be made to resolve any grievance in informal, verbal discussion between the grievant and the person alleged to have committed the grievance. If such an attempt fails to resolve the grievance, the grievant may invoke formal grievance procedures.

IV. Formal Procedure

A. Step 1-Superintendent. The complaint must be signed by the complaining party and set forth the specific acts, conditions, or circumstances alleged to be in violation. The Equity officer shall investigate the allegations set forth within thirty (30) calendar days of the filing of the charge. The officer shall provide the Superintendent with a full written report of the complaint and the results of the investigation. The Superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than thirty (30) calendar days following receipt of the written complaint. The Superintendent shall state that the District either:

1. Denies allegations contained in the written complaint received by the District, or,
2. Shall implement reasonable measures to eliminate any such act, conditions, or circumstances.

B. Step 2-Appeal to Board of Directors. If a complainant remains aggrieved as a result of the action or inaction of the Superintendent, an appeal may be made by filing a written notice of appeal with the Secretary of

the Board by the tenth (10) calendar day following the date upon which the complainant received the Superintendent's response, or the expiration of the thirty (30) calendar day response period in Step 1, whichever comes first. The Board shall schedule a hearing to commence by the twentieth (20) calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony, as the Board deems relevant and material. The Board shall render a written decision by the tenth calendar day following the termination of the hearing and shall provide a copy to all parties involved.

C. Step 3-Appeal to the Superintendent of Public Instruction. In the event a complainant charging discrimination remains aggrieved with the decision of the Board of Directors in connection with any matter that, if established, would constitute a violation the complainant may appeal the Board's decision to the Superintendent of Public Instruction.

1. A notice of appeal must be in writing in the form required by the Superintendent of Public Instruction on or before the tenth calendar day following the date upon which the complainant received written notice of the Board of Directors' decision.
2. A notice of appeal must be in writing in the form required by the Superintendent of Public Instruction and must set forth:
 - a. Concise statement of the original complaint and the portions of the Board of Directors' decision that is appealed.
 - b. The suggested recommendations for resolutions or remediation of the alleged complaint set forth in the original statement of complaint.

V. Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the District and the disposition, including any corrective measures instituted by the District, shall be retained in the Office of the Equity officer for a period of five years.

**POLICY 4065
GRIEVANCE CLAIM FORM 4065A**

DISCRIMINATORY PRACTICE

If you have a complaint regarding an alleged discriminatory practice that is in violation of the laws and is occurring within the Granite Falls School District, complete this form (4065A) and return it to the Administration Office. The complaint must be filed within twenty (20) calendar days from the time the grievant becomes aware of the alleged discriminatory practice.

Name _____ School _____

Home Address _____

Home Phone _____

School Where Alleged Discriminatory Practice Occurred _____

Date of Occurrence _____

Describe the Alleged Discriminatory Practice _____

Corrective Action Desired _____

The complaint has been discussed informally with the Principal Yes ____ No ____

Date of Discussion _____

Result of Informal Discussion _____

Signature _____ Date _____