

## **GRIEVANCE / COMPLAINT PROCEDURES**

Definition of a Grievance: *A grievance is a written complaint filed by a person who believes that a Conecuh County employee has acted improperly or has otherwise caused the grievant to suffer a hardship or a wrong. Grievances may be made by parents, guardians, third parties and/or students.*

### **Discrimination Grievance (Title IX, ADA, Title VI and Section 504)**

#### **ANTI-DISCRIMINATION POLICY**

The Conecuh County Board of Education shall not discriminate on the basis of race, color, national origin, sex, religion, age or disability in any of its programs, services or activities. It is the policy of the Board of Education to comply fully with Section 504 of the Rehabilitation Act ("Section 504"), Title II of the Americans with Disabilities Act ("Title II"), Title IX of the Education Amendments ("Title IX"), Title VI of the Civil Rights Act ("Title VI") and any other applicable state or federal laws. Prohibited actions include, but are not limited to, harassment, denial of opportunities or benefits for discriminatory reasons, and retaliation for complaints filed. The Superintendent may be contacted at the Board of Education.

The Board of Education shall utilize the following grievance procedures to provide for prompt and equitable resolution of complaints made by parents, guardians, third parties, and/or students alleging discrimination on the basis of race, color, national origin, sex, religion, age or disability committed by employees, students or third parties.

#### **LEVEL I**

1. The grievant must provide the following information to the school principal / supervisor on the Grievance Complaint Form for Discrimination: (1) the name and address of the person making the complaint, (2) the name of the school district employee or other individual whose decision or action is at issue, (3) a description of the alleged violation, including dates and times of incidents (4) the type of discrimination alleged and (5) each specific resolution desired.
2. The Complaint Form shall be personally delivered or mailed to the principal within 60 calendar days after the grievant (parent, guardian, employee, third party, and/or student who has a complaint) becomes aware of the alleged violation of discrimination. Any additional documentation the grievant wishes to be considered in the investigation should be attached to the Complaint Form.
3. In the event the complaint is regarding the school principal / supervisor, the grievant must provide the following information to the Superintendent: (1) the name and address of the person making the complaint, (2) the name of the school district employee or other individual whose decision or action is at issue, (3) a description of the alleged violation, including dates and times of incidents (4) the type of discrimination alleged and (5) each specific resolution desired. The Superintendent may appoint a designee to handle the complaint against the principal pursuant to the grievance procedures. The Superintendent shall follow the grievance procedures set forth below in lieu of the principal / supervisor.
4. The principal / supervisor shall schedule a meeting with the grievant within five (5) school days after the written complaint has been submitted to the principal.
5. The principal / supervisor shall conduct any investigation of the facts necessary before rendering a decision. These procedures contemplate informal but thorough investigations, affording all interested persons, if any, an opportunity to submit evidence and witnesses relevant to the complaint.
6. The principal / supervisor shall provide a written response to the complaint, unless good cause for delay is shown, within ten (10) school days of the meeting with the grievant. The response will include the principal's / supervisor's decision regarding resolution of the grievance and the basis for the decision. The response need not disclose all information received during the investigation to protect the individuals who in good faith participated in the investigation. The response shall not disclose confidential information regarding other students or employees.

## **LEVEL II**

7. If the grievant is dissatisfied with the principal's / supervisor's decision, the grievant may appeal the decision to the Superintendent /designee. The appeal must be made in writing, personally delivered or mailed to the Superintendent / designee within five (5) school days of the grievant receiving the principal's / supervisor's decision. If the grievance was regarding the school principal or supervisor, and originally made with the Superintendent's designee, proceed directly to Step 10 of the procedures. If the grievance was regarding the school principal / supervisor and originally made with the superintendent, proceed to step 9.
8. The Superintendent / designee shall review the written documents and may schedule and hold a conference with the grievant, principal or other individuals the Superintendent /designee determines appropriate.
9. The Superintendent shall issue to the grievant, unless good cause for delay is shown, within fifteen (15) school days after the grievant submits the appeal, a written determination as to the appeal and its resolution. The written determination need not disclose all information received during the appeal to protect the individuals who in good faith participated in the appeal process. The written determination shall not disclose confidential information regarding other students or employees.

## **LEVEL III**

10. If the grievant is dissatisfied with the Superintendent's designee's decision, the grievant may appeal the decision to the Superintendent. The appeal to the Superintendent must be made in writing, personally delivered or mailed to the Superintendent within five (5) school days of the grievant receiving the designee's decision.
11. The Superintendent shall review the written documents and may schedule and hold a conference with the grievant, principal or other individuals the Superintendent determines appropriate.
12. The Superintendent shall issue to the grievant, within a reasonable time after the grievant submits the appeal, a written determination as to the appeal and its resolution. The written determination need not disclose all information received during the appeal to protect the individuals who in good faith participated in the appeal process. The written determination shall not disclose confidential information regarding other students or employees. The decision of the Superintendent is final.
13. In the event a person files a complaint under multiple areas or otherwise has several avenues available under the Board of Education policies and procedures, those policies and procedures may be consolidated in order to achieve a prompt and equitable resolution of the complaints, when doing so will not deprive the grievant of any rights granted under any of the separate policies and procedures. However, under no circumstances shall the filing of a grievance complaint stay or otherwise delay other administrative proceedings.
14. The Board of Education will take all appropriate steps to prevent the recurrence of any discrimination as identified in this policy and to correct discriminatory effects on the grievant and others, if appropriate.
15. Individuals shall not be subjected to retaliation because they filed a grievance, appeal or participated in an investigation pursuant to the grievance procedures.



## Grievance Complaint Form (General Administrative Procedure)

**I.** Name of Person Making Complaint: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**II.** Name(s) of each school district employee or other individual (s) whose decision or action(s) is an issue:

Name: \_\_\_\_\_ School/Dept: \_\_\_\_\_

Name: \_\_\_\_\_ School/Dept: \_\_\_\_\_

Name: \_\_\_\_\_ School/Dept: \_\_\_\_\_

**III.** Please provide a description of the alleged violation of each individual whose action is an issue, including dates, times of actions or incidents. (Please Print.) You may attach additional pages to the form.

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**IV.** Please list each specific resolution desired.

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**V.** Please attach any additional documentation for which consideration is desired.

**VI.** My other grievance(s) (if applicable) are for:

Gifted Procedures and Practices

Form attached

Discrimination

Form attached

Based on race, color, national origin, sex religion, age or disability (Title IX, ADA, Title VI, and Section 504)

Complaint / Grievance

Form attached

Based on the belief that an employee has acted improperly or has otherwise caused the grievant/complainant to suffer a hardship or wrong. This may be completed by parents, guardians, third parties, and /or students

**VII.** In the event a person files a complaint under multiple areas or otherwise has several avenues available under the Board of Education policies and procedures, those policies and procedures may be consolidated in order to achieve a prompt and equitable resolution of the complaints, when doing so will not deprive the grievant of any rights granted under any of the separate policies and procedures. However, under no circumstances does the filing of a grievance complaint stop or delay other administrative proceedings.

**VIII.** This form and any additional supportive documentation shall be personally delivered or hand mailed to the school principal. In the event the complaint is made against the principal, this form and any additional documentation shall be personally delivered or hand mailed to the Executive Director of Leadership and Continuous Improvement.

*Principal's / Supervisor's Details of Actions Taken:*

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Signature of Complainant/Parent

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Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

