

The School Board of Gadsden County

Bylaws & Policies

Unless a specific policy has been amended and the date of the policy was revised is noted at the bottom of that policy, the bylaws and policies of The School Board of Gadsden County were adopted on June 25, 2013, and were in effect beginning June 26, 2013.

2260.02 - NONDISCRIMINATION GRIEVANCE PROCEDURE

It is the policy of the School Board to offer the opportunity to students to participate in appropriate programs and activities without regard to race, color, religion, national origin, sex, disability, marital status, or age, except as otherwise provided by State law.

The compliance officer for the Board is the Deputy Superintendent, who may be reached at the:

Address: 35 Martin Luther King Jr. Boulevard
Quincy, Florida 32351

Phone: 850-627-9651

Fax: 850-875-3193

At each school, the compliance officer for that institution is the principal thereof. The principal may designate other persons to act in this capacity on his/her behalf as the demands of the institution dictate. Nevertheless, all written grievances may be properly directed to the principal of the institution alleged to be in violation of Title IX of the Florida Education Equity Act.

All written complaints alleging violations of Title IX of the Florida Education Equity Act, regardless of resolution at the individual school level, shall be forwarded to the compliance officer. The Board's compliance officer, or his/her designee shall maintain all such written complaints, as well as the written response/resolution to such complaints. These documents are public records and shall be available for inspection and copying through proper public records request by any person or organization, subject to reasonable fee.

Student Grievance Procedure:

The steps described below must be followed in the submittal and resolution of student grievances.

A. **Step 1**

A student should first take the complaint to the person(s) and/or appropriate school official involved and try to solve the problem informally. If this does not work, then s/he may go on to the next step. The student may begin the process at the second step.

B. **Step 2**

The student (or parents) must give the principal a written and signed harassment grievance form no later than thirty (30) days after the date of the event giving rise to the grievance. This event is the initial response by a school official to an accusation of harassment. A copy of the grievance is to be given to any other person involved. This should describe the problem and give all the facts. The student should tell what would be the best solution to the problem. The principal should make a decision within seven (7) days.

C. **Step 3**

If a student does not agree with the principal's decision, his/her parents may send another harassment grievance, just as in Step 2, to the Superintendent. A copy of the grievance is to be given to the principal. This must be done

within seven (7) days after receiving the principal's decision. The Superintendent will make a decision within seven (7) days after receiving the grievance.

D. Step 4

If the parents of the student do not agree with the Superintendent's decision, they may send the harassment grievance to the Board within seven (7) school days after they receive the Superintendent's decision. A copy of the harassment grievance is to be given to the Superintendent. The Board will take action at its next regularly scheduled meeting. The Board will communicate its decision to the grieving party within thirty (30) days.

F.S. 1000.05

Titles VI, VII, and IX of the Civil Rights Act 1964

Section 504 of the Education Amendments of 1972

American's with Disabilities Act, Public Law 101-336

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