

## STUDENT GRIEVANCE PROCEDURES

### **Designation of Responsible Employee**

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Title IX and its administrative regulations.

The designee, the District's Compliance Officer, shall formulate procedures for carrying out the policies in this statement and shall be responsible for continuing surveillance of Regional School District No. 7 educational programs and activities with regard to compliance with Title IX and its administrative regulations.

The designee shall, upon adoption of this policy and once each academic year thereafter, notify all students and employees of the District of the name, office address and telephone number of the designee. Notification shall be by posting and/or other means sufficient to reasonably advise all students and employees.

### **Grievance Procedure**

Any student or employee shall have a ready means of resolving any claim of discrimination on the basis of sex in the educational programs or activities of Regional School District No. 7. Specific grievances shall be addressed to the Superintendent of Schools for resolution in a timely manner.

### **Dissemination of Policy**

The Superintendent of Schools shall notify applicants for admission, students, parents/guardians of elementary and secondary school students, sources of referral of applicants for admission, employees and applicants for employment that it does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulations.

Legal Reference: 20 U.S.C. 1681 – Title IX of the Educational Amendments of 1972  
34 C.F.R. Section 106- Title IX of the Educational Amendments of 1972

Administrative Regulations to Policy 5145.6  
Student Grievance Procedures

Any students may bring a Title IX grievance forward using the following procedures:

**Purpose of Student Grievance Procedures**

1. To define the correct procedure for students to follow in resolving grievances.
2. To secure at the lowest possible level an equitable solution to the problem for those parties involved with the grievance.

**General Conditions**

1. The student must initiate definite action on the grievance within ten (10) days following the event or occurrence which gives rise to the grievance or it shall be considered waived.
2. This procedure shall be used only when direct negotiation between parties involved would aggravate existing relationships.
3. Failure at any level of a school district administrator to submit a written decision within the specified time limits shall permit the aggrieved student to take said grievance to the next level.

Failure by the student to take the grievance to the Board of Education within the specified time limit shall be considered acceptance of the decision rendered at the particular level.

4. Days indicated at each level should be considered as maximum, and every effort should be made to expedite the grievance process. Specified time limits may be extended by mutual written agreement of the parties involved.
5. Formal grievances and decisions shall be in writing.
6. In the event a grievance is filed after June 1 of any year and this procedure will not allow for settlement prior to completion of the school year, all parties shall attempt to resolve the grievance within ten (10) weekdays of the event or occurrence.

Administrative Regulations to Policy 5145.6  
Student Grievance Procedures

**Procedures**

1. Level One. The student takes up the grievance with the person immediately concerned.
  - A. In those cases where the student believes a relationship is already such that further contact with the other party can only make matters worse, he/she may complete a grievance identification form, obtained in the Principal's Office, and return it to the principal within five (5) days.
  - B. The principal shall assign a designee to contact the student. Within five (5) days, a meeting will be held to render a validity judgment on the grievance. At this time the student will be advised as to whether he/she must make another effort to resolve the problem at level one or continue to level two.
2. Level Two. If the problem is not resolved at level one, the student may submit a formal grievance to the Title IX Coordinator. He/she shall discuss the grievance with all parties involved, including parents of the student if necessary. Following the discussion, the administrator shall render a decision in writing to all parties involved within ten (10) days after receiving the grievance form.
3. Level Three. If the student is not satisfied at level two, the student may appeal to the Superintendent, or the Superintendent's designee, within five (5) days of receiving the written decision. The Superintendent or designee will discuss the grievance with the parties including the parents of the student if necessary. Following the discussion, the Superintendent or the Superintendent's designee shall render a written decision to the parties within ten (10) days of receiving the appeal.
4. Level Four. If the student is not satisfied with the decision at level three, within five (5) days of receiving a written decision, he/she may appeal to the Board of Education. Within one (1) month of receiving the appeal, the grievance shall be placed on the agenda of a Board meeting and all involved parties notified of the meeting at which the grievance will be discussed. Following the discussion and consideration, the Board of Education shall render a decision in writing to all parties involved.
5. Level Five. If the student and/or the student's parents wish to pursue the grievance, he/she must involve due process of the court system. The committee may assist the student's legal representative with any information regarding the grievance.

