

NORTH RIVER SCHOOL DISTRICT #200

BOARD POLICY

NO. 3319
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TITLE IX STUDENT GRIEVANCE PROCEDURE

1. Definition: A "grievance" shall mean a complaint which has been filed by a student or by a student's parent, on his/her behalf, dealing with Title IX specifically. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state laws or in which the Board is without authority to act. Normal channels of communication, from student to teacher to administrator to Board of Directors, shall be used whenever feasible, in seeking clarification of questions of concern to the student, before the grievance procedure is utilized.
2. Purpose: The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a claim of a complaint, if the claim is justifiable. The proceedings shall be kept confidential at each level of this procedure.
3. Time: The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. The time limits specified may be extended by mutual agreement of the complainant and the administration. In the event of a complaint filed on or after May 1, the time limits stated here-after shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.
4. Level One: A student with a complaint shall first: A) present it orally and informally to his/her teacher (Level One-A). If the complaint is not promptly resolved, he/she may present a formal claim in writing (including all supporting statements and evidence) to his/her school grievance committee (Level One-B). Within five school days after receiving the written complaint, the grievance committee shall state its decision in writing, with all supporting reasons and evidence.
5. Level Two: Within five days after receiving the decision at Level One, the complainant may appeal the decision to the Superintendent/Principal of the school. This appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence, and decisions. The Superintendent/Principal shall evaluate the evidence and render his/her decision within ten school days after receiving the appeal.
6. Level Three: If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Two, he/she may within ten school days file his/her complaint with the Board of Directors. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Directors, for consideration at the next regular meeting of the Board, and a final determination shall be made within thirty calendar days from said meeting.

7. Withdrawal: A complaint may be withdrawn by the complainant at any level without prejudice or record.
8. Hearings and Decisions: At each of the above three levels the complainant shall be given the opportunity to be present and to be heard. All decisions at each level (with the exception of Level One-A) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.
9. Reprisals: No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.
10. Preservation of Records: All proceedings external to the decision of the Board of Directors shall be destroyed. However, any complainant who wishes the proceedings (relative to his/her own complaint) to be placed in his/her school records may achieve such action by filing a written request therefore.
11. Disclaimer: In the adoption and implementation of this grievance procedure, it shall be understood that the Board of Directors is not a court of law and that rules of jurisprudence shall no apply.

Adopted: September 11, 1991