

**Policy Name: Licensed Personnel
Grievance Procedures for Filing,
Processing, and Resolving Alleged Title VI
(Race), Title IX (Sex) and Section 504
(Handicap) Discrimination Complaints
including Student Complaints**

Policy Code: 3.25A

Date Adopted: R/A 4/16/12

This document outlines the procedures to follow if a student, employee, or patron has a complaint which alleges that a School District receiving Federal funds (or an official or employee acting on its behalf) has, through policy, procedures, or practice, acted in a way which is prohibited by policy or law.

This includes areas of:

1. Sex
2. Race
3. Age
4. Handicapping Conditions

1. GENERAL PROVISIONS

- A. Once a grievance has been filed, the Wynne School District will make available district records which may be relevant to the determination of the validity of the grievance. The School District does reserve the right to remove all names and all identifying information which does not bear on the validity of the grievance. Reasonable record reproduction cost will be assumed by the School District.
- B. The confidentiality of any information related to grievances or grievance proceedings which would identify, directly or indirectly, any parties to the grievance--the person filing the grievance and any persons named in the grievance allegation(s)--will be strictly protected, however assurances of confidentiality for all parties involved in a grievance need not interfere with the availability and/or presentation of significant or precedential information.
- C. At each level of the grievance procedures, all parties shall have a right to representation by counsel, legal or otherwise.
- D. Individuals or groups who are parties to a grievance will not in any way be subject to harassment, reprisal, or retaliation as a result of having filed a grievance or participated in any way in the grievance process.
- E. Established timeliness may be waived upon mutual consent of all parties of the grievance.

2. PROCEDURE FOR FILING A GRIEVANCE (COMPLAINT)

- A. The grievance shall be in writing, signed and dated, and submitted to the Equity Coordinator for the Wynne School District. The grievance should be submitted within ten (10) calendar days after incident has occurred.
- B. The Equity Coordinator, upon receipt of the complaint, will meet with the appropriate parties (both grievant and grievant respondent) separately within seven (7) calendar days in order to obtain any additional facts which may be relevant to the complaint.
- C. The Equity Coordinator will make every effort to reach a grievance resolution. If, however this is not accomplished, the grievance may then be appealed in writing to a grievance committee. A meeting of the committee will be scheduled within seven (7) calendar days.

3. GRIEVANCE COMMITTEE

- A. A Grievance Committee will be appointed by the Equity Coordinator. Committee members may come from faculty, students, administrators, parents, or other affected employee groups. The appointments will be applicable to the situation.

- B. The committee shall hold a meeting with the aggrieved party, and the aggrieved respondent within seven (7) calendar days of the appeal.**
- C. All committee hearing procedures will be recorded.**
- D. During the hearing the complaining party shall have the opportunity to call witnesses, question parties involved, and present evidence.**
- E. A decision will be made by the committee within the constraints of School District policy and law. The complaining party will be informed of the decision within seven (7) calendar days from the date of the final hearing. The decision can be appealed in writing to the Superintendent of Schools.**

4. SUPERINTENDENT OF SCHOOLS

- A. Appeal of the committee's decision may be made to the Superintendent of Schools within seven (7) calendar days after the committee's decision. The appeal must be in written form.**
- B. The Superintendent shall have access to all transcripts, testimony, evidence, and other information presented to the Equity Coordinator and the committee.**
- C. The Superintendent will issue a decision within seven (7) calendar days of the final meeting between the Superintendent and the complainant. The complainant will be informed of the decision. The decision of the Superintendent may be appealed to the Board of Education.**

5. BOARD OF EDUCATION

- A. Appeal of the Superintendent's decision to the Board of Education may be made within seven (7) calendar days after the Superintendent's decision.**
- B. The appeal must be in written form, signed and dated, and sent to the president of the Board of Education or the Superintendent of Schools as representative of the Board.**
- C. The Board of Education may request evidence, testimony, etc. to aid it in its decision.**
- D. The appeal will be included as an agenda item at its next regular meeting, unless the agenda deadline has already passed in which case it will be at the following Board meeting.**
- E. Regulations and legal procedures relative to an open or closed meeting will be adhered to.**