

Uniform Grievance Procedure

The Board desires that the resolution of complaints and concerns of parents, patrons, and other persons not employed by the District (hereinafter “Patrons”) involving unlawful discrimination, District administrative practices or violation of Board policies by a District officer or employee or by the Board, be an orderly process whereby solutions may be pursued expeditiously and objectively without fear of reprisal. Further, the Board desires to provide a procedure that ensures prompt and equitable resolution at the lowest possible administrative level.

Grievance Procedure - Unlawful Discrimination

This procedure should be followed if a Patron believes that the Board, its employees or agents have violated Board policy or violated the Patron's rights guaranteed by the State or Federal constitutions or statutes. Grievances by patrons or other members of the general public alleging unlawful discrimination by the District, its employees, students, or third parties in any of the District's public facilities, programs or activities based on race, sex, national origin, color, age (persons forty (40) years of age or older), religion, or disability may be filed through this uniform grievance procedure. Complaints involving unlawful discrimination by or against students enrolled within the District should follow the grievance procedure set forth in Board Policy 3295P.

The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. If the complaint alleges a violation of Title VII, IX, or Title II, Section 504 of the Rehabilitation Act, the Patron shall file a written complaint with the building principal having supervisory responsibility over the location where the complaint arose, or if the building principal is the alleged perpetrator of or responsible for the unlawful action, then the complaint may be filed directly with the Superintendent. The building principal or Superintendent shall immediately turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint and file a report with the Superintendent. The Coordinator will complete the investigation and file a written report with the Superintendent within twenty one (21) days after receipt of the complaint from the building principal or Superintendent. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator and the Patron is not satisfied with the recommendations of the Nondiscrimination Coordinator, the Patron may file a written appeal to the Board within fifteen (15) days of the date the decision of the Superintendent is physically delivered or mailed to the Patron.

Grievance Procedure - District Administration, Policies, Practices and Procedures.

Complaints by Patrons involving a violation of Board Policy or complaints involving the conduct, policies, practices or decisions of a building principal, teacher or other District employee should follow the procedure set forth in this section. Requests by a Patron to amend an existing Board Policy or to adopt a new Board Policy need not comply with this grievance procedure.

The District will endeavor to address the complaint promptly and equitably. Prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the Patron's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

A Patron with a complaint is encouraged to first discuss it with the teacher, counselor, employee or building administrator involved, as soon as reasonably possible, with the objective of resolving the matter promptly and informally. Complaints involving unlawful discrimination by or against students enrolled within the District should follow the grievance procedure set forth in Board Policy 3295P.

Level 2: Principal

If the complaint is not resolved at Level 1, the Patron may file a written grievance with the building principal responsible for administering the building where the event occurred or administering the policy or practice in question. The complaint shall state: 1) the nature of the grievance, the person or persons involved, and 3) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed within sixty (60) days of the occurrence of the event or incident or from the date when the grievant became aware of the event or incident or should have reasonably become aware of such occurrence, whichever is earlier.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If any involved party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by filing a written request for review with the Superintendent within fifteen (15) days of the grievant's receipt of the principal's decision.

Level 3: Superintendent

If the complaint is not resolved at Level 2, the Patron may seek review of the Principal's decision by the Superintendent. Within fifteen days after the filing of such Patron request, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded an opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the conclusion of meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. At the sole discretion of the Superintendent, the matter may either be referred to an outside investigator for further review and in such event, the time frame for responding to the grievance shall be extended for an additional fifteen (15) days.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be filed with the Board within fifteen (15) days of the date the Superintendent's decision is delivered or mailed to the grievant.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, the matter shall be placed

on the agenda of the Board for consideration not later than their next regularly scheduled meeting, provided if the grievance is filed less than three days prior to the next regularly scheduled Board meeting, it shall be placed on the agenda for next following Board meeting. Complaints may be considered in executive session as allowed by law. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Policy History:

Adopted on: August 16, 2009

Revised on: August 8, 2016

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