

GRIEVANCE PROCEDURE

A grievance is a written allegation by a student, the student's parent, or a District employee of a violation of their civil rights or a violation of Board policy. The term "grievance" will not apply to any matter for which the method of review is prescribed by law or where the Board is without authority to act. Any student, parent, and/or employee of this district who believes he or she has been discriminated against, harassed, denied a benefit, or excluded from participation in any district program or activity on the basis of race, color, national origin, sex, age, religion, sexual orientation, handicap or disability in violation of a Board policy, Title VI, Title IX, Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act, or any other federal law may file a written complaint as set forth herein.

LEVEL I

A student/parent/employee should attempt to resolve an issue(s) with the appropriate person(s) in their district building by contacting the teacher, supervisor, and/or principal. If the issue(s) cannot be resolved in this manner, the student/parent/employee may file a grievance with the applicable principal or administrator by completing a Formal Grievance Report Form. Complainants shall provide completed forms to the Human Resources Office to initiate the review by the principal or administrator. If the applicable principal or administrator is the subject of the complaint, the grievance process will move to Level II. The principal/administrator may interview any person deemed appropriate. A written decision from the investigating principal/administrator will be provided to all parties within ten (10) school days (or business if during the summer break) of the complaint being filed, along with a directive for resolving the matter if the complaint has been substantiated. The proposed resolution may include any disciplinary action deemed appropriate by the principal/administrator, up to and including suspension or expulsion of a student or recommendation for termination of an employee.

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LEVEL II

If the complainant is not satisfied with the disposition of the grievance by the principal/administrator, he or she may submit a written appeal within ten (10) school days (or business days if during the summer break) after receipt of the decision requesting a review of the principal's/administrator's decision with the assistant superintendent or with the assigned compliance officer.

The assistant superintendent and compliance officers contact information is as follows: 201 N. Connor, Sheridan, WY 82801, (307) 674-7405. The assistant superintendent and/or a compliance officer shall conduct a review of the complaint and provide a written response, complete with supporting rationale, to the complainant within ten (10) school days after receiving the complaint.

LEVEL III

If the complainant is not satisfied with the decision of the assistant superintendent or assigned compliance officer, he or she may submit a written appeal within ten (10) school days (or business days if during the summer break) after receipt of the decision requesting a hearing with the superintendent. The hearing request shall include a copy of the original complaint, supporting statements and evidence, and the written decisions from step I and II. The superintendent shall conduct a hearing to review the complaint and will provide a written response with supporting rationale, to the complainant within ten (10) school days (or business days if during the summer break) after receiving the complaint.

LEVEL IV

If the complainant is not satisfied with the superintendent's decision, he or she may submit a written appeal to the Board within ten (10) school days (or business days if during the summer break) after receipt of the decision, explaining the nature and the reasons underlying the disagreement.

The Board will consider the appeal at a scheduled Board meeting following receipt of the request. The Board will permit the

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complainant to address the Board pursuant to applicable statutes, if any, concerning his or her complaint. The Board will give the complainant, and the responding party, if any, an opportunity to present their respective positions in the presence of each other and with the assistance of legal counsel. The complainant shall be responsible for his/her own attorney's fees. The Board will provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing. The decision of the Board shall be final, except as provided by State or Federal law.

GENERAL INFORMATION

In the adoption and implementation of this problem solving procedure, it shall be understood that the Board is not a court of law, and that the rules of Jurisprudence shall not apply. The procedure is, however, designed to facilitate resolution of the grievance.

RECORDS

Complete proceedings shall be a matter of written record and will be retained in the Human Resources Office for two school years. With regard to any claim involving harassment or discrimination, the student and the parents/guardian shall be given the opportunity to examine all relevant records upon request.

RETALIATION

No retaliation (reprisal) of any kind shall be taken against any person participating in this grievance procedure either as a complainant, respondent or witness.

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At each procedural level, the complainant shall be given the opportunity to be present and to be heard. Decisions at all levels shall be written and shall include supporting explanations and evidence. Copies of written decisions will be furnished to all interested parties. A Formal Grievance Report Form must be used.

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INITIATION OF GRIEVANCE

A student/parent/employee shall initiate a grievance by completing a "Formal Grievance Report Form" provided in JII-E. This form shall include supporting statements and evidence in describing the specific nature of the complaint in sufficient detail to permit the involved parties the opportunity to respond. Complainants are encouraged to present a completed form to the Human Resources Office within sixty (60) school days (or business days if during the summer break) of the date of the circumstances upon which the complaint is based.

TIMEFRAMES

Any timeframe set forth above may be extended by the Superintendent when determined necessary. Parties will be notified of the extension in writing.

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See Policy:

AC-P	DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE
AII-E / JII-E	FORMAL GRIEVANCE PROCEDURE SUMMARY AND REPORT FORM

First Reading: 2-3-20
Second Reading: 3-2-20