

## **GRIEVANCE PROCEDURE and REPORT FORM**

A grievance is a written allegation by a student/parent/guardian/employee of a violation of the student's, parent's, guardian's, or employee's 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, guardian 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/guardian/employee should attempt to resolve an issue(s) with the appropriate person(s) at the building level by contacting the teacher, supervisor, and/or principal. If the issue(s) cannot be resolved in this manner, the student/parent/guardian/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.

### **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

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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 (or business days if during the summer break) 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 steps 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. If the matter concerns an issue with the superintendent, the complainant may submit his or her complaint directly to the Board Chair.

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

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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/guardians 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.

### **PROCEDURE**

At each procedural level, the complainant shall be given the opportunity to be present and to be heard. Any Complainant may have legal counsel assist in the presentation at the Superintendent and/or Board level. 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.

### **INITIATION OF GRIEVANCE**

A student/parent/guardian/employee shall initiate a grievance by completing a "Formal Grievance Report Form" provided herein. 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.

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### **TIMEFRAMES**

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

### **FORMAL PROCEDURE SUMMARY AND REPORT FORM**

#### Initiate Process:

\*Complainants should complete a Formal Report Form within sixty (60) school days (or business days if during the summer break) from the date of an incident. For purposes of this policy, a "school day" is a day that the school is in session. Formal Report Forms should be submitted to the Human Resources Office, which will disseminate to the appropriate administrator.

#### Level I: Principal/Administrator Level

\*Within ten (10) school days (or business days if during the summer break) of receiving the Formal Report Form, the principal/administrator will provide a written decision to the complainant.

\*Complainant may appeal the decision to the assistant superintendent or compliance officer by providing the Formal Report Form for Level I to the Human Resources Department within ten (10) school days (or business days if during the summer break) of receipt of the written decision.

#### Level II: Assistant Superintendent/Compliance Officer Level

\*Within ten (10) school (or business days if during the summer break) days of receiving the appeal, the assistant superintendent or compliance officer will provide a written decision to the complainant.

\*Complainant may appeal the decision to the superintendent or compliance officer by providing the Formal Report Form for Level II to the Human Resources Department within ten (10) school days (or business days if during the summer break) of receipt of the written decision.

#### Level III: Superintendent Level / Compliance Officer

\*Within ten (10) school days (or business days if during the summer break) of receiving the appeal, the superintendent or compliance officer will conduct a hearing and provide a written

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decision to the complainant.

\*Complainant may appeal the decision to the Board by providing the Formal Report Form for Level III to the Human Resources Department within ten (10) school days (or business days if during the summer break) of receipt of the written decision.

Level IV: Board of Trustees Level

\*Complainants' appeal will be considered at the next regularly scheduled Board meeting or special meeting called for this purpose following receipt of the request.

\*The board will provide a written decision as expeditiously as possible.

\*The Board's decision is final.

All decisions and notices provided for herein may be delivered in person, via regular mail, or via email.

**GRIEVANCE PROCEDURE and REPORT FORM**

SHERIDAN COUNTY SCHOOL DISTRICT NO.2

**FORMAL REPORT FORMS**

LEVEL I

Complainant \_\_\_\_\_ Date Filed \_\_\_\_\_

Building \_\_\_\_\_

Subject Area or Grade (if applicable) \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

1. Date Incident Occurred \_\_\_\_\_

2. Please describe your complaint and explain in full the incident(s) that occurred (attached written explanation if not adequate space).

\_\_\_\_\_

3. Where did the incident(s) occur?

\_\_\_\_\_

4. If you have already attempted to resolve this issue, explain how, when, who was involved, and the end result.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Were there any witnesses to this specific incident? (If yes, please provide their names.)

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\_\_\_\_\_

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6. Is there any physical evidence that supports your complaint? If so, please describe or attach a copy of the evidence.

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7. What is your desired outcome of this grievance?

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Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(ATTACH ADDITIONAL SHEET IF NEEDED)

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1. Decision of Principal/Administrator

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\_\_\_\_\_  
Signature of Principal or Administrator \_\_\_\_\_ Date

2. Complainant's Response

\_\_\_\_\_ I accept the above decision.

\_\_\_\_\_ I hereby refer the above decision to the next level of the grievance procedure.

\_\_\_\_\_  
Complainant's Signature \_\_\_\_\_ Date

**GRIEVANCE PROCEDURE and REPORT FORM**

**FORMAL REPORT FORM**

LEVEL II

1. Date Formal Report Form was received by the Assistant Superintendent or Compliance Officer \_\_\_\_\_

2. Decision of Assistant Superintendent or Compliance Officer \_\_\_\_\_

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\_\_\_\_\_  
Signature of Assistant Superintendent  
or Compliance Officer

\_\_\_\_\_  
Date

3. Complainant's Response

\_\_\_\_\_ I accept the above decision.

\_\_\_\_\_ I hereby refer the above decision to the next level of the procedure.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date



**GRIEVANCE PROCEDURE and REPORT FORM**

**FORMAL REPORT FORM**

LEVEL III

1. Date Formal Report Form was received by  
Superintendent \_\_\_\_\_

2. Decision of Superintendent \_\_\_\_\_

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\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

3. Complainant's Response

\_\_\_\_\_ I accept the above decision.

\_\_\_\_\_ I hereby refer the above decision to the next level of  
the procedure.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

**GRIEVANCE PROCEDURE and REPORT FORM**

**FORMAL REPORT FORM**

LEVEL IV

1. Date submitted to the Board \_\_\_\_\_
2. Decision of the School Board \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Date

TO BE FILED IN A FILE SEPARATE FROM THE PERSONNEL FILE OF THE  
COMPLAINANT.

See Policy:

AC-P Discrimination/Harassment Complaint Procedure

First Reading: 3-3-25

Second Reading: 4-7-25