

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES FOR STUDENTS, FACULTY AND STAFF

The following policies and procedures are established by the St. Paul Public School Board of Education in order to assist in the fair resolution of student, faculty, and staff grievances. A grievance hereunder is a claim by a student, faculty member, or staff member (grievant) that a violation of Title IX or Section 504 regulations has occurred. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

1. As used herein, the term "grievant" means the individual student, parent, faculty member, or staff member filing a grievance under this policy; the term "days" shall mean days when school is in session except that when a grievance is filed on or after May 15, "days" shall refer to Mondays through Fridays, excepting legal holidays.
2. A grievance may be filed by an individual grievant, or by a parent on behalf of a student grievant, if the grievant feels that sex discrimination or discrimination on the basis of handicap has occurred in this school district.
3. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event which is the subject of the grievance.
4. The inclusion of time limits in this policy is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

PROCEDURES

Level One

A grievant shall, within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the

grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

Level Two

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in sex discrimination or discrimination on the basis of handicap. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

Level Three

In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the superintendent. The superintendent will respond in writing to the written grievance within five (5) days thereafter.

Level Four

In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the Board of Education for the purpose of examining evidence of sex discrimination or discrimination on the basis of handicap in the case submitted. The Board will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the Board. Within twenty (20) days after receipt of the written grievance, the Board shall determine what action, if any, should be taken to resolve the grievance. The decision of the Board shall be final and a copy of such decision shall be delivered to the grievant.