

## **EDUCATIONAL PROGRAM - Series 600**

### **602 Programs of Instruction**

#### **602.1A Equity Grievance Procedure**

Students, parents or guardians of students or employees of the West Branch Community School District shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Act\*, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

#### **First Step - Informal: Building Principal, Teacher, Advisor or Immediate Supervisor**

Employees with a grievance of discrimination on the basis of sex, race, national origin or disability must first discuss it with their building principal or immediate supervisor, with the goal of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability must first discuss it with the teacher, coach, counselor or activity advisor.

#### **Second Step - Formal: Immediate Supervisor**

If the grievance is not resolved at level one and the grievant wish to pursue the grievance, they must formalize it by filing a complaint in writing on a Compliance Violation Form. The complaint shall state the nature of the grievance and the remedy request. The filing of the formal, written complaint with the building principal or immediate supervisor at level two must be within five (5) working days from date of the informal conference.

Within five (5) working days after the principal receives the written grievance, a meeting at a mutually agreeable time shall be held, if requested, to discuss the alleged grievance and attempt to resolve same. A minor student may be accompanied at the meeting by a parent or guardian. A written report from the building principal or immediate supervisor regarding actions taken will be sent within five (5) working days after receipt of the complaint to the Superintendent.

#### **Third Step - Building Principal**

If the grievance is not resolved, at level two, the aggrieved, if he/she so desires, may file a written appeal of the decision within five (5) working days of the said written decision with the Compliance Officer. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at the meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Office regarding action taken will be sent within ten (10) working days after receipt of the complaint.

### **Fourth Step - Superintendent**

If the grievance is not resolved at step three, the grievant, if he/she so desires, may file a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Compliance Officer. He/she may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receipt of the written appeal.

### **Rights and Compliance Officer**

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights or other agencies available for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Compliance Officer: Superintendent

Office Address: Room 120, North Hoover Elementary Building  
148 North Oliphant Street, West Branch, Iowa 52358

Phone Number: (319) 643-7213

Office Hours: 8:00 a.m. - 4:00 p.m. -- Monday through Friday

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