

5710 PUPIL GRIEVANCE

In keeping with federal/state anti-discrimination legislation, the Sussex County Technical School Board of Education has adopted and hereby publishes the Grievance Procedure providing for the resolution of student complaints.

Purpose

To provide students, employees, and parents a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.

Definition

Grievance	A formal written complaint.
Grievant	Any student, employee, or parent aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws.
Grievance Officer	The district employee employee designated to coordinate compliance efforts with anti-discrimination legislation and charged with the responsibility of investigating complaints.

Procedure

Step #1	The grievant must present, in written form, the complaint to the responsible person designated as the Grievance Officer. (use Grievance Report - Form A)
Step #2	The Grievance Officer has five working days in which to investigate and respond to the grievant. (Grievance Office is to use the space provided on Grievance Report – Form A)
Step #3	If not satisfied, the grievant may appeal, within ten working days, to the Superintendent or his/her designee. (Not Grievance Office) (Use Appeal – Form B)



POLICY

SUSSEX COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION

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- Step #4 Response by the Superintendent or designee must be given within five working days. (Superintendent to use space provided for on Appeal – Form B)
- Step #5 If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Sussex County Technical School Board of Education which will hear the complaint at the next regular meeting or within thirty calendar days. (Use Appeal - Form C) Local Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross-examine and to present written statements. The decision of the Board shall be by a majority of the members at a meeting which shall be public.
- Step #6 The Sussex County Technical School Board of Education shall respond to the grievant within thirty calendar days. (Use space provided for on Appeal – Form C)
- Step #7 If the grievant is not satisfied with Board's decision, the grievant may file the complaint to the Director of the Office for Civil Rights, Washington, D.C. The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to the Office for Civil Rights.

Grievance Forms A, B, and C are available in each of the administrative offices in the district and from the Affirmative Action Officer/Grievance Officer.

Adopted: 19 April 2004

