

## **FORMAL GRIEVANCE PROCEDURE SECTION 504, TITLE IX, ADA**

A grievance procedure policy is established by the Pickens County Board of Education to provide for the prompt and equitable resolution of complaints alleging any action prohibited by the following:

1. Section 504 of the Rehabilitation Act
2. Title IX of the Federal Education Act of 1972, or
3. The American Disabilities Act

Any individual subject to the provisions of the acts named above may follow the procedure outlined below if he/she has a complaint as defined by this policy.

### **DEFINITIONS**

**Immediate supervisor:** A person in a supervisory capacity immediately over an employee. This term also refers to the principal and/or his/her designee in situations involving students.

**Aggrieved person:** An individual who registers a grievance or complaint.

**Designee:** An action taken by an individual as a result of believing that a provision of one of the acts named above either has been misapplied or has not been followed.

### **PROCEDURE**

**Level I:** (An individual may begin at Level II if he/she prefers)

1. The aggrieved person will verbally notify his/her immediate supervisor of such grievance.
2. The immediate supervisor and/or his/her designee will attempt to resolve the matter informally by conferencing with the aggrieved individual and other individual if necessary.

**Level II:**

1. If the aggrieved person is not satisfied with the outcome of Level I, or if he/she chooses to begin at Level II, he/she may file a written grievance by completing the grievance form.
2. Within ten school days of receiving the written grievance, the immediate supervisor and/or his/her designee will conference with the aggrieved person and other individuals if necessary.

3. Within fifteen school days of the conference with the aggrieved person and present and explain a written reply.

**Level III:**

1. If the aggrieved person is not satisfied with the outcome of Level II, he/she may appeal by submitting a completed form to the Assistant Superintendent of Education. Such appeal must be submitted within fifteen school days of the conference in #3 of Level II.
2. The Secondary Curriculum Supervisor will review the written communications between the aggrieved person and his/her Immediate supervisor and/or designee, and have a conference within fifteen days of receipt of the written appeal with the aggrieved person and his/her Immediate supervisor and/or designee either together, separately, or both, and other individuals if necessary.
3. Within fifteen school days of the Secondary Curriculum Supervisor's conference with the aggrieved person, the Supervisor will meet with the aggrieved person and present and explain a written reply.

**Level IV:**

1. If the aggrieved person is not satisfied with the outcome of Level III, he/she may appeal by submitting a completed grievance form to the Superintendent. Such appeal must be submitted to the Superintendent within fifteen days of the conference where the aggrieved person received a written reply from the Assistant Superintendent.
2. The Superintendent will review the proceeding and written replies at each step of the grievance procedure and issue a written reply within thirty days of the receipt of the grievance.

Beyond the procedures outlined, an individual has the right to further proceedings according to the regulations outlined in Section 504 of the Rehabilitation Act, Title IX of the Federal Education Act of 1972, or the American Disabilities Act.

Approved: \_\_\_\_\_