

The School Board and the Superintendent recognize that good morale in the school environment is necessary. Problems are solved as they arise by sincere efforts of all persons concerned to work toward constructive solutions of such problems in an atmosphere of courtesy and cooperation. Whenever a student feels that he/she has a complaint or grievance, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, the complainant or grievant can resort to the more formal procedures as provided herein.

I. Definitions:

- A. "Discrimination" shall mean any act by the Board, its agents or officers which has the effect of denying to any student, any benefit which is available to any other student, where the denial of such a benefit is solely based upon gender, race, color, religion, national or ethnic origin, political beliefs, marital status, age, social and family background, linguistics preference, pregnancy, or disability of the student, employee, or applicant.
- B. "Grievance" shall mean an allegation that discrimination has been practiced against a student.
- C. "Grievant" shall mean the person against whom the discrimination has been allegedly practiced.
- D. "Complaint" shall mean any dispute or disagreement, submitted by any student, involving the interpretation or application of any existing Board rule or practice.
- E. "Complainant" shall mean any student directly affected by the alleged misinterpretation or violation, filing a complaint.
- F. "Respondent" shall mean the person who allegedly practiced discrimination or whose actions allegedly resulted in discrimination being practiced against the grievant or who allegedly misinterpreted or misapplied any existing Board rule or practice.
- G. "Employer" shall mean the School Board or its representatives.
- H. "Day" shall mean a working day.

- II. Time Limits - The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

III. Complaint/Grievance Procedure:

- A. Informal discussion - If a student believes there is a basis for complaint or grievance, that student and/or their parent should discuss the issues with the respondent within ten (10) days of the occurrence the alleged violation to try to reach a satisfactory resolution to the problem.
- B. Level one - If the complainant/grievant is not satisfied with the informal resolution, or if they feel the grievance is too sensitive to discuss with the respondent, he/she may, within ten (60) days, file a formal complaint on the proper form and deliver it to his/her school Principal, the Equity Coordinator, or the Assistant Superintendent. This Supervisor shall communicate his/her answer in writing to the complainant within ten (10) days after receipt of the complaint. Class complaints involving more than one (1) building administrator and complaints involving an administrator above the building level may be filed by the complainant at level two.
- C. Level two - If the complainant/grievant is not satisfied with the resolution at level one, he/she may, within ten (10) days of the answer, file a copy of the complaint/grievance with the Superintendent. Within ten (10) days of receipt of the complaint/grievance the Superintendent shall indicate his/her disposition in writing to the complainant/grievant.
- D. Board appeal - If the complainant/grievant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the School Board; provided request for placement on Board agenda is filed within ten (10) days.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

STATE BOARD OF EDUCATION RULE(S):

HISTORY:

ADOPTED: 6/12/2007

REVISION DATE(S): _____

FORMERLY: