

Adopted: 8/31/99

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GUIDELINES FOR TITLE IX STUDENT, PARENT/GUARDIAN GRIEVANCE PROCEDURE

I. PURPOSE

To provide a grievance procedure for the Minneapolis Public Schools Title IX Non-Discrimination Policy.

II. GRIEVANCE PROCEDURE

Section 1. Definition and Interpretation

- A. This grievance procedure may be used by students, parents and the general public. Employees of the school are encouraged to use the established employee grievance procedure.
- B. Any claim by a student, parent, general public, or employee that there has been a violation or misinterpretation of Title IX shall be a grievance.
- C. The term "grievant" means any student, parent, individuals from the general public, or employee filing a grievance.
- D. The term "days" means any calendar day, except Saturday, Sunday or legal holidays.
- E. The filing or service of any notice shall be timely if it bears a postmark of the U.S. mail within the time period.
- F. The time limits provided in this grievance procedure shall be strictly observed but may be extended by written mutual agreement. (Failure to file any grievance within the time periods shall be deemed a waiver thereof.)
- G. In computing any period of time prescribed or allowed by these procedures, the date of the act, event, or default shall not be included in the calculation. The last day of the period shall be counted, unless it is a Saturday, Sunday, or legal holiday. If it is a Saturday, Sunday or legal holiday, the period runs until the end of the next day, which is not a Saturday, Sunday, or legal holiday.

Section 2. Informal Procedure

A. The grievance shall be put in writing on a form available from the principal's office in each building or from the Title IX coordinator. The written grievance shall be submitted to the Title IX coordinator and retained by the coordinator.

B. The grievant, either personally or accompanied by person(s) of grievant's choice, shall discuss the alleged grievance with the appropriate school principal or immediate supervisor and the Title IX coordinator. All persons who are involved in the situation in any way shall be notified and may be invited to attend informal conferences held to settle differences. Such persons may be accompanied by others of their choice. An effort shall be made to settle all differences informally.

C. The identity of the grievant shall be kept confidential to the extent necessary to carry out the purposes of this informal procedure.

Section 3. Formal Procedure

A. Level One – Building Principal or Immediate Supervisor

1. If, after informal discussion with the school principal or immediate supervisor, the grievance still exists, the grievant may, within 180 days after the grievant knew, or should have known, about the event on which the grievance is based, invoke the formal grievance procedure.

2. The grievance shall be filed through the Title IX coordinator on a form available from the principal's office in each building or from the Title IX coordinator. A copy of the grievance shall be delivered to the principal or immediate supervisor, who shall forward a copy of the grievance to the Superintendent of Schools and to all other persons named in the grievance. If the grievance involves more than one school building, it may be filed with the Superintendent of Schools or designee. The identity of the grievant shall be kept confidential to the extent necessary to carry out the purposes of this formal procedure

3. Within five (5) days of the receipt of the formal grievance, the principal and/or immediate supervisor shall meet with the grievant and persons of her/his choosing in an effort to resolve the grievance. The principal and/or immediate supervisor shall indicate, in writing within five (5) days of such meeting, the disposition of the grievance, and shall furnish a copy to the grievant, all persons named in the grievance, and the Title IX coordinator.

B. Level Two – Superintendent of Schools

If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made after five (5) days of such meeting, the grievance may be transmitted through the Title IX coordinator to the Superintendent of Schools. Within ten (10) days after the Superintendent received, or should have received, the grievance, the Superintendent, or designee, shall meet with the grievant and persons of her/his choice on the grievance and shall indicate her/his disposition of the grievance in writing within five

(5) days of such meeting, and shall furnish a copy to the grievant, all persons named in the grievance, and the Title IX coordinator.

C. Level Three - Board of Education

If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made after five (5) days of such meeting, the grievance may be transmitted to the Board of Education by filing the form with the Clerk of the Board. The Board, or a committee of its members, no later than its next regular meeting or ten (10) days, whichever shall be later, shall meet with the grievant and persons of the grievant's choice. Disposition of the grievance in writing by the Board shall be no later than seven (7) days thereafter. A copy of such disposition shall be furnished to the grievant, all persons named in the grievance, the Superintendent of Schools, the building principal and/or immediate supervisor, and the Title IX coordinator.

SPECIAL SCHOOL DISTRICT NO. 1

Minneapolis Public Schools

COMPLAINT FORM - UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student

The Minneapolis Public Schools maintains a firm policy prohibiting all forms of unlawful sex discrimination. All students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex:

If the alleged unlawful sex discrimination was toward another person, identify that person:

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.):

When and where did the incident(s) occur:

List any witnesses that were present:

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by :

QUICK JUMP:	HOME	1000	2000	3000	4000	5000	6000	7000	8000	9000
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