

Personnel

Series 400

Policy Title Grievance Procedure

Code No. 401.1-R

Section A. A discrimination/affirmative action grievance is a complaint by an individual who feels that he or she has been discriminated against, on the basis of race, color, creed, sex, national origin, religion, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs) or disability, by the Board of Education of the Marshalltown Community School District.

Section B. Every employee, applicant for employment, student, and patron of the Marshalltown Community School District shall have the right to present grievances in accordance with the procedures set forth herein.

Section C.

Level One - Informal

An attempt shall be made to resolve any grievance through informal discussion between the aggrieved person and the person immediately responsible for the alleged incident of discrimination.

Level Two - Equal Employment Opportunity, Affirmative Action, Title VI, Title IX and Section 504 Equity Coordinator

If the grievance is not resolved at level one and the grievant's wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Grievance Form, which may be obtained from the Equity/Affirmative Action Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Equity/Affirmative Action Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Equity/Affirmative Action Coordinator shall

investigate the complaint and attempt to resolve it. A written report from the Equity/Affirmative Action Coordinator regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three - Superintendent

If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receive the report from the Equity/Affirmative Action Coordinator. The grievant 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. The Superintendent or designee shall file an answer within ten (10) calendar days of said meeting and shall communicate it in writing to the aggrieved person and the principal or supervisor.

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

Equal Employment Opportunity, Affirmative Action, Title VI, Title IX and Section 504 Equity

Coordinator:

NAME	<u>Anthony Spurgetis</u>
OFFICE ADDRESS	<u>1002 South 3rd Avenue</u> <u>Marshalltown, IA 50158</u>
PHONE NUMBER	<u>(641) 754-1000</u>
OFFICE HOURS	<u>7:30 a.m. - 4:30 p.m (Monday –Friday).</u>

Adopted: January 10, 1997 Legal Reference: (Code of Iowa)

Reviewed: January 7, 2008
December 17, 2012 Cross Reference:
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