

1                                    NONDISCRIMINATION GRIEVANCE PROCEDURE

2     It is the policy of the Board to offer the opportunity to students to participate in  
3     appropriate programs and activities without regard to race, ethnicity, national  
4     origin, gender, disability, or marital status, except as otherwise provided by State  
5     law.

6     At each school, the compliance officer for that institution is the principal thereof.  
7     The principal may designate other persons to act in this capacity on his behalf as  
8     the demands of the institution dictate. Nevertheless, all written grievances may be  
9     properly directed to the principal of the institution alleged to be in violation of Title  
10    IX of the Florida Education Equity Act.

11    All written complaints alleging violations of Title IX of the Florida Education Equity  
12    Act, regardless of resolution at the individual school level, shall be forwarded to the  
13    District's compliance officer. The Board's compliance officer, or his designee shall  
14    maintain all such written complaints, as well as the written response/resolution to  
15    such complaints. These documents are public records and shall be available for  
16    inspection and copying through proper public records request by any person or  
17    organization, subject to reasonable fee.

18    **Student Grievance Procedure:**

19    When filing a complaint, the following steps should be followed:

20            A.     Parents or guardians are encouraged to try to resolve problems  
21                   promptly through informal resolution. They may call or meet  
22                   informally with the principal, who will investigate, documenting all  
23                   steps, and will reply within five (5) working days of the initial  
24                   contact.

25            B.     If the concern continues, parents or guardians should file a written  
26                   grievance with the Director of Student Services or designee, who will  
27                   **attempt to mediate and** address the issue within ten (10) working  
28                   days. The parents/guardians should identify all the issues  
29                   regarding the complaint and suggest possible resolution.

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31            C.     **Parents may request an impartial due process hearing with an**  
32                   **opportunity for participation by parent/guardian.**

- 1 C. The Director of Student Services or designee shall make available to  
2 all persons initiating a complaint an opportunity to offer further  
3 explanation of the complaint. The Director of Student Services or  
4 designee will review the complaint and related information and will  
5 provide a written response to the complainant within thirty (30) days  
6 of the receipt of the complaint. The written response will briefly  
7 describe the information that was considered and set forth the  
8 actions that will be taken or explain that no action will be taken to  
9 address the complaint.
- 10 D. A copy of the report shall be provided to the principal of the  
11 student's school and the appropriate assistant superintendent.
- 12 E. If the Director of Student Services or designee requires corrective  
13 action from the student's school, the Director/designee will request  
14 the status of this action from the principal and the parent/guardian  
15 after thirty (30) days.
- 16 F. If, after thirty (30) days, there has been no resolution to the  
17 complaint, the Director of Student Services or designee shall inform  
18 the parents to file a written appeal to the State Board of Education.
- 19 G. At any time, the person who has a complaint alleging any action  
20 prohibited under Section 504 of the Rehabilitation Act of 1973, may  
21 also file a complaint with the Office for Civil Rights.

22 F.S. 1000.05  
23 Titles VI, VII, and IX of the Civil Rights Act 1964  
24 Section 504 of the Education Amendments of 1972  
25 American's with Disabilities Act, Public Law 101-336