

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE

GRIEVANCE PROCEDURE TITLE IX AND SECTION 504

2110

2110.1 Any student or employee, or any individual or group acting in behalf of a student or employee, may file any grievance of sex discrimination or any grievance of discrimination on the basis of a physical or mental handicap with the Title IX/Section 504 Coordinator.

Grievances filed with the Title IX/Section 504 Coordinator shall be in writing on a form provided by the coordinator.

A grievance must be filed within sixty (60) working days of the occurrence of the alleged Title IX or Section 504 violation.

2110.2 Definitions:

Grievance means a complaint alleging any policy, procedure, or practice which would be prohibited by Title IX or by Section 504.

Title IX means Title IX of the Education Amendments of 1972, the 1975 implementing regulation, and any memoranda, directive, guidelines, or subsequent legislation that may be issued or enacted.

Section 504 means Section 504 of the Rehabilitation Act of 1973, and any memoranda, directive, guidelines or subsequent legislation that may be issued or enacted.

Grievant means a student or employee of Fairfield Area School District who submits a grievance relevant to Title IX or to Section 504, or an individual or group submitting a grievance in behalf on a student(s) or employee(s).

Title IX and Section 504 Coordinator means the employee designated to coordinate efforts to comply with and carry out its responsibilities under the Title IX and Section 504 regulation.

Respondent means a person alleged to be responsible or who may be responsible for the Title IX or Section 504 violation alleged in a grievance.

Working day means anytime district offices are open for business.

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE

GRIEVANCE PROCEDURE TITLE IX AND SECTION 504 (Contd)

2110

2110.3 Processing of Grievances

Within five (5) working days of the filing of a grievance, the Title IX/Section 504 Coordinator shall submit a copy of the completed grievance form to the respondent(s).

The respondent(s) receiving a copy of a grievance form shall, within five (5) working days, submit a written grievance answer to the grievant via the Title IX/Section 504 Coordinator.

Within five (5) working days after receipt of the respondent's written grievance answer, the Title IX/Section 504 Coordinator shall submit a written grievance decision to the grievant, and if applicable, the respondent. If the grievant rejects the hearing decision, she/he shall, within ten (10) working days of the receipt of the hearing decision, notify the Title IX/Section 504 Coordinator of her/his intent to appeal the grievance.

Within five (5) days of the grievant's request to appeal the grievance, the Title IX/Section 504 Coordinator shall submit to the Board a copy of the grievance and a formal notification requesting a date for the hearing.

The hearing shall be scheduled for and conducted on a date not to exceed fifteen (15) days after the appeal/referral of the grievance.

The Board shall issue a written decision which includes a statement regarding the validity of the alleged grievance and a specification of any corrective action to be taken. This decision shall constitute the final decision issued pursuant to any grievance.

If the grievant rejects the hearing decision, she/he may notify the Pennsylvania Human Relations Commission and the U. S. Office for Civil Rights.

2110.4 A grievant(s) may request access to information and records which relate to the validity of the grievance. The agency/institution shall reserve the right to expunge names and any identifying information not directly relevant to the substance of the grievance from any information or records supplied to the grievant.

The grievant(s) has the right to be represented by knowledgeable persons, organizations, or groups of her/his selection at any point during the initiation, filing, or processing of the grievance.

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE

GRIEVANCE PROCEDURE TITLE IX AND SECTION 504 (Contd)

2110

Grievant(s) shall also have the right to determine whether or not their grievance record shall be open or closed to the public.

- 2110.5 Records to be Maintained
Records shall be kept of each grievance. These shall include, at minimum: the name of the grievant and her/his position in the Fairfield Area School District; the date of grievance filing; the specific allegation made and any corrective action requested; the names of respondents; a summary of major points, facts, and evidence presented by each party to the grievance; and a statement of the final resolution and the nature and date of any corrective action taken. Such records shall be maintained on a confidential basis unless otherwise specified by the grievant, and shall be filed for a minimum of three years.
- 2110.6 No person shall be subjected to discharge, suspension, discipline, harassment, or any form of discrimination for having used or having helped others use this grievance process.
- 2110.7 It is the primary responsibility of the Title IX/Section 504 Coordinator to ensure the effective installation, maintenance, processing, record keeping, and notification required by this grievance procedure.

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE

GRIEVANCE PROCEDURE TITLE IX AND SECTION 504 (Contd)

2110

Fairfield Area School District
Title IX and Section 504 Grievance Form

Today's Date _____

Complainant Name(s)

Last Name	First Name	Initial
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Address

City/State _____ Zip Code _____

Telephone Number

Circle One: Student Employee Parent in behalf of student

 Other in behalf of student/employee

Circle One: Title IX Grievance Section 504 Grievance

Specifics of Complaint (describe below, including any dates of alleged discrimination).
Attach an extra page if necessary.

If you wish, please describe any corrective action you would like to see taken with
regard to the possible civil rights violation. Attach an extra page if necessary.

Signature of Complainant

Revised October 16, 1995