

## Board Policy

Code No. 401.1E2

### **COMPLIANCE VIOLATION GRIEVANCE PROCEDURE FOR TITLE IX**

Any student or employee of the Bettendorf Community School District shall have the right to file a formal complaint alleging non-compliance with laws, regulations, or policies or alleging discrimination, including harassment.

#### **Level One - Principal or Immediate Supervisor (Informal)**

Any person with a grievance of discrimination shall first discuss it with his/her principal or immediate supervisor, with the objective of resolving the matter informally. A student with a complaint of discrimination shall discuss it with his/her teacher, counselor or building administrator.

#### **Level Two - Affirmative Action Coordinator**

If the grievance is not resolved at Level One and the employee or student wishes to pursue the grievance, the employee or student may formalize it by filing a complaint in writing. 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 date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Affirmative Action Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Affirmative Action Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Affirmative Action Coordinator regarding action taken will be sent to the grievant within fifteen (15) working days after receipt of the complaint.

Inquiries regarding compliance with equal employment opportunity shall be directed to the compliance officer by writing to Lana LaSalle, Bettendorf Schools Affirmative Action Coordinator, Thomas Jefferson Elementary School, 610 Holmes Street, Bettendorf, Iowa 52722; or be telephoning 563-359-8261.

#### **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 receives the report from the Affirmative Action Coordinator.

A decision will be rendered and conveyed to the grievant by the Superintendent or his/her designee within ten (10) working days after receipt of the written appeal.

#### **Procedures for Reporting Harassment (Students):**

Students are urged to report any conduct that could be described as harassment or sexual harassment made by school employees, students, or others to whom this policy applies.

Students shall follow these procedures when reporting harassment:

**Step One**

Communicate to the harasser that you expect the behavior to stop. This may be accomplished verbally or in writing. If this is too difficult to be done alone, seek help from a teacher, counselor, or principal you trust.

**Step Two**

If the behavior is repeated, do all of the following:

- a) tell a teacher, counselor, or principal;
- b) document exactly what happened - keep a copy for yourself and give one to the teacher, counselor, or principal
  - what happened
  - when it happened
  - where it happened
  - who harassed
  - list any witnesses
  - what you said/did
  - how you felt
  - how harasser responded
  - note exactly what was said
- c) write a letter to the harasser telling him/her what to stop - keep a copy for yourself and give one to the teacher, counselor, or principal you contacted

**Step Three**

If the behavior is repeated, go to a higher authority (i.e. building principal, central office administrator/Superintendent.)

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