

NONDISCRIMINATION IN EMPLOYMENT

**Ketchikan Gateway Borough School District
Title IX - Section 504
Grievance Procedure**

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Level One - Principal or Immediate Supervisor (Informal and Optional - may be bypassed by the grievant) - Employees with a grievance of nondiscrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator involved.

Level Two - Title IX and Section 504 Coordinators(s) - If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX or Section 504 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 grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Title IX or Section 504 Coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Title IX or Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three - Superintendent or designee - If the complaint is not resolved at level two, the grievants may proceed to level three by presenting a written appeal to the Superintendent or designee within ten (10) working days after the grievants receive the report from the Title IX or Section 504 Coordinator. The grievants 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. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

NONDISCRIMINATION IN EMPLOYMENT

Level Four - Board of Education - If the complaint is not resolved at level three, the grievants may proceed to level four by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievants receive the report from the Superintendent. The grievants may request a meeting with the Board to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education action.

This procedure in no way denies the right of the grievants to file formal complaints with the Alaska State Commission for Human Rights, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

Ketchikan Gateway Borough School District

Shannon Sines, Title IX Coordinator

Terri Jeppsen, Section 504 and ADA Coordinator

Physical Location:
2610 Fourth Ave.
Ketchikan, Alaska 99901

Mailing address:
333 Schoenbar
Ketchikan, Alaska 99901

(907) 225-2118
Office Hours 8:00 a.m. - 4:30 p.m.

**Contact information updated*

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

Adoption Date: 10/13/99

Revision Date: 3/13/2013

***Revision Date: 1/14/2015, 4/8/2016**



**Title VI Compliance Violation, Race Form
Title IX Compliance Violation, Grievance Form
Section 504 Compliance Violation, Grievance Form**

I, _____ am filing this grievance because

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

(Attach additional sheets if necessary)

What remedy are you requesting?

Grievant's Signature

Principal's Signature

Name of School

Date of Filing