

**Fairfield Community Schools Grievance Procedure for Section 504, Title I, Title II, Title III, Title VI, Title IX or A.D.A.**

All complaints of discrimination on the basis of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, including limited English proficiency, should be discussed with the local building administrator. While the initial complaint can be conveyed verbally, a formal complaint should be in writing and fully describe the circumstance. Every effort will be made to resolve the situation at the building level. If the complaint cannot be resolved, the following local grievance procedure has been established to resolve complaints.

Any such grievance must be filed in writing within a reasonable period of time after the alleged violation occurred, ideally 30 days. The grievant must fully state the facts of the alleged violation, who was at fault in the complaint, what remedy was sought at the building level, and what further remedy needs to take place.

**STEP ONE**

The grievance shall be submitted to the district coordinator for the program for Fairfield Community Schools or a designee of the Superintendent, who shall investigate the circumstances of the alleged violation. The coordinator shall make a written report of his/her findings of fact and conclusions within ten (10) school days.

**STEP TWO**

If the grievance has not been resolved to the satisfaction of the grievant, she/he may appeal the report of the coordinator to the Superintendent of the Fairfield School Corporation within five (5) school days of receipt of the report. After investigation and within ten (10) school days of receipt of the appeal, the Superintendent shall affirm, reverse, or modify the report of the position named above.

**STEP THREE**

If the grievance has not been resolved in STEP TWO to the satisfaction of the grievant, she/he may appeal to the school board within five (5) school days of receipt of the report in STEP TWO. The school board shall conduct an informal hearing in an open meeting to review the alleged violation. The board shall give each party at least five (5) school days' notice of its meeting. The Board shall affirm, reverse, or modify the report issued under STEP TWO within fifteen (15) school days of receipt of the appeal.

Re: Board Policy 2260 & 2260.01