

**TITLE IX AND SECTION 504 GRIEVANCE PROCEDURE
AND GRIEVANCE FORM**

The procedure below can be used by any school within the Milford School District for the processing of both student and employee complaints of discrimination on the basis of sex or handicap. This procedure provides for the processing of a grievance at three levels of progressive decision making. At Level I, a grievance is heard by an authority at the level most immediate to many grievance occurrences. Level II decision making is at the central administrative level of the agency of institution. Level III is with the Superintendent of the Milford School District and Level IV calls for final grievance resolution by the governing body of the agency/institution, such as the Board of Education.

**PROCEDURE FOR TITLE IX
OF THE EDUCATION AMENDMENTS OF 1972
AND SECTION 504 OF THE REHABILITATION ACT OF 1973**

I. Filing of Grievances

- A. Eligibility for Filing: Any student or employee, or any individual or group acting on behalf of a student or employee (male or female) may file any grievance of sex discrimination or sexual harassment with the Title IX coordinator. Any student or employee, or any individual or group acting in behalf of a handicapped student or handicapped employee may file any grievance of discrimination on the basis of a physical or mental handicap with the Section 504 coordinator.

Title IX Coordinator
Dr. Sylvia Henderson
906 Lakeview Avenue
Milford, DE 19963
(302) 422-1639

504 Coordinator
Mrs. Laura Manges
906 Lakeview Avenue
Milford, DE 19963
(302) 422-1600

- B. Level I: Prior to the submission of a written grievance at the Director's level, the grievant(s) may request an informal meeting with the parties and the building administrator with the purpose of resolving the matter promptly and informally. If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance, on a Compliance Violation Form, with the Title IX and/or Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and/or 504 Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX and/or 504 Coordinator shall investigate the complaint and attempt to solve it.

- C. Level 2: If the complainant is not satisfied with the disposition of his/her grievance at Level 1, or if no decision has been rendered within five (5) days after presentation of the grievance in writing, the complainant may file a written appeal for a hearing by the Title IX and/or 504 Coordinator within five (5) days. The Coordinator shall represent the administration at Level 2 of the grievance procedure. Within five (5) days after receipt of the written appeal for a hearing by the Coordinator, the Coordinator shall meet with the complainant for the purpose of resolving the grievance. A full record of such hearing shall be kept by the Coordinator. The Coordinator shall within five (5) days of the hearing render the decision and the reasons therefore in writing to the complainant.
- D. Level 3: If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX Coordinator. The grievant 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.
- E. Level 4: If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant 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 the decision within ten (10) working days after the Board of Education action. The procedure in no way denies the right of the grievant to file a formal complaint with 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.

Grievance Form

A grievance form (see next page) shall be prepared by the grievant and the Title IX or the Section 504 coordinator who will facilitate the filing of the grievance. These forms may be obtained from the Title IX and/or 504 Coordinator, upon request. The grievant shall have the right to request assistance from the Title IX or Section 504 coordinator or any other individual, group, or organization to assist in the preparation of the form or in the filing of the grievance.

ADOPTED: 9/27/10

REVISED: 11/28/11

**(Milford School District)
Title IX and Section 504 Grievance Form**

Today's Date _____

Complaint's Name(s) _____
Last Name
First Name
Initial

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____

Circle One: Student Employee Parent in behalf of student Other in behalf
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

