

KNOW YOUR RIGHTS

Natrona County School District No. 1 does not discriminate on the basis of race, color, national origin, sex, age or disability in employment, treatment, admission or access to educational programs and activities. Inquiries concerning perceived discrimination may be referred to the Associate Superintendent of Human Resources, 970 N. Glenn Road, Casper, WY 82601, (307) 253-5225, or to the Wyoming Department of Education, Office for Civil Rights Coordinator, Second Floor, Hathaway Building, Cheyenne, WY 82002-0050, (307) 777-6198.

GRIEVANCE PROCEDURE

Students, parents of students and 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 discrimination on the basis of sex, race, national origin or disability concerning student activities 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 concerning student activities may discuss it with the teacher, counselor or building administrator involved.

Level Two – If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a complaint with the Associate Superintendent for Human Resources or designee. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal complaint at level two must be within twenty (20) working days from the date of the event giving rise to the grievance or from the date grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Associate Superintendent for Human Resources or designee who shall investigate the complaint and attempt to resolve it. A written report from regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three – Superintendent – If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant received the report from the Associate Superintendent for Human Resources or designee. 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.

Level four – Board of Trustees – If the complaint is not resolved at level three, the grievant may proceed to level four by presenting a written appeal to the Chairman of the Board of Trustees within ten (10) working days after the grievant received the report from the Superintendent. The grievant may request a meeting with the Board of Trustees to discuss the appeal. A decision will be rendered by the Board of Trustees 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 Trustees action.

This procedure in no way denies the right of the grievant to file formal complaints with the Office for Civil Rights, or other agencies available for mediation or rectification of grievances, or to seek private counsel for complaints alleging discrimination. For all other harassment or discriminatory complaints, follow board policies.