



RIVERSIDE COMMUNITY SCHOOL DISTRICT

Serving the communities of Carson, Macedonia and Oakland



Dr. Timothy Mitchell, Superintendent
P.O. Box 218, Carson, Iowa 51525

Phone (712) 484-2212
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The mission of the Riverside Community School District is to prepare students to meet the challenges of the future as responsible citizens in a global society.

Code No. 102.R1

GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One-Principal, Immediate Supervisor or Personnel Contact Person

(Informal and Optional; may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, creed, socio-economic, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and marital status or a protected class for employees

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, creed, socioeconomic, religion, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved

Level Two- Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the 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 Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint

The Riverside Community School District does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, marital status, or disability in its educational programs and activities and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity, marital status, or disability in its employment practices, or as otherwise prohibited by statute or regulation. For more information or concerns regarding educational programs or activities, employment practices or information regarding the grievance procedure, contact Dr. Timothy Mitchell, Equity Coordinator, Riverside Community School District, 330 Pleasant Street, PO Box 218, Carson, IA 51525, 712-484-2212, or email at tmitchell@riverside.k12.ia.us.

Level Three- Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue. This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Right Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four- Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Name: Timothy Mitchell , Superintendent

Office Address: 330 Pleasant Street, Carson, IA

Phone Number: 712-484-2212

Office Hours: School Year: 8:00 am to 4:30 pm-Monday-Friday

Summer: 7:00 am-5:00 pm-Monday-Thursday

Updated 11-21-16