

District School Board of Madison County

210 NE Duval Avenue • Madison Florida 32340

Equity Complaint Procedures

Purpose: To secure, at the lowest administrative level, equitable solutions to claim(s) arising from a violation, misapplication, or misinterpretation of School Board Policies, Procedures or Administrative Directives, which may include discrimination or harassment, and to establish an orderly succession of procedures wherein these solutions may be pursued.

Definitions: As used herein, the following terms have these meanings.

1. Grievance - A written complaint which a violation, misinterpretation, or misapplication of School Board Policy or Administrative Directives, including discrimination of harassment prohibited by Policies 5517.01; 1362; 3362; 4362; 5517; 4210; and, 5517.02
2. Employee – includes every employee, instructional or non-instructional, of the School Board of Madison County.
3. Student – includes every student enrolled in the Madison County School System.
4. Grievant or Complainant – refers to an employee, or applicant as defined in Section 6 below who alleges in writing that he/she has been subjected to an offense, discrimination or harassment as prohibited by local, state, Federal Laws, or the policies of the Madison County School Board.
5. Accused Student/Employee – refers to a student or an employee who is alleged to have subjected another student or employee to an offense, discrimination or harassment as prohibited by Local, State, Federal Laws, or the policies of Madison County School Board.
6. Applicant – as used herein, means any person applying for employment within the District, as well as a current District employee who applies for another instructional or non-instructional within the district.
7. Days – in this procedure shall mean workdays unless calendar days are specified.

Procedure:

1. If a person believes there was an action which occurred for which they want to file a grievance, that person shall put in writing on the Madison County Complaint Form within five (5) days of the time that the action took place and provide the completed form to the Principal or Supervisor. The Principal or Supervisor shall investigate the matter and within ten (10) days make a decision regarding the merits of the grievance. Such decision will be put in writing and supplied to all parties of the appropriate action(s) taken. The EEO Officer and Superintendent of Schools will be provided a copy of the Principal or Supervisor's findings.
2. In such cases where the person filing the grievance is not satisfied with the findings of the Principal or Supervisor, he/she may appeal in writing the findings to the Madison County Grievance Committee. For students, this committee consists of the District EEO Officer, a site-based administrator from a different school within the District and a Student Services staff member. For a District employee complaint, the grievance committee shall consist of the District EEO Officer, Coordinator of Human Resources (designee), and one additional member appointed by the Superintendent. Upon accepting the appeal, the Committee shall meet and investigate the grievance and make a recommendation to the Superintendent within ten (10) days.
3. Upon receiving the recommendation from the Grievance Committee, the Superintendent shall have ten (10) days to accept or reject the recommendation and take appropriate action(s).
4. In those cases, where the person filing the grievance is not satisfied with the findings of the Superintendent, he/she may appeal the findings in writing to the Madison County School Board.

PHONE 850-973-5022 FAX 850-973-5027 ANNEX FAX 850-973-5017 WWW.MADISON.K12.FL.US

Dr. Karen Pickles Superintendent • Susie B. Williamson District 1 • Carol Gibson District 2 • VeEtta L. Hagan District 3 • Reggie Daniels District 4 • Bart Alford District 5

An Equal Opportunity Employer 32340