

Alabama School of Mathematics and Science Grievance Procedures

Any person who believes that the Alabama School of Mathematics and Science (ASMS) has engaged in discrimination and/or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise may submit a complaint to the designated individual below and a complaint form can be found at the end of this document:

Dr. Scarlett Studdard, Title II and IX Coordinator
1255 Dauphin St.
Mobile, AL 36604

The grievance procedures outlined below establish how complaints will be investigated and resolved. These grievance procedures are intended to provide a prompt and equitable resolution of complaints. Employees, students, parents, or third parties may use these grievance procedures. Additionally, these procedures are applicable to complaints of discrimination and harassment carried out by employees, students, or third parties.

These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state and federal law. ASMS encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal written or verbal complaint. ASMS will reduce verbal complaints into written complaints. ASMS will not retaliate against any person who files a complaint in accordance with these procedures. A formal complaint may be filed by following the steps outlined below:

Step One

Notice of the formal complaint must be filed with the individual designated above. Complainants may use the complaint form attached to the grievance procedure. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint. If a student is involved, that student's parent/guardian will be notified.

Upon receipt of the notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable, and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing witnesses, obtaining documents, and allowing parties to present witnesses and evidence. All documentation related to the investigation will remain confidential.

Within 30 business days upon the receipt of the complaint, the individual investigating the complaint will respond in writing to the complainant. However, if ASMS needs additional time beyond the 30 days, it will notify the parties, indicating the reason for the delay and estimating a time for the completion of the investigation. The response will summarize the course and outcome of the investigation and identify an appropriate resolution. If, as a result of the

investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken. ASMS will provide for written notice to complainant and the alleged perpetrator(s) of the outcome of the investigation. Furthermore, ASMS will take steps to prevent any recurrence of discrimination or harassment.

Step Two

If the complainant wishes to appeal the decision from Step One, he/she may submit a signed statement of appeal within 10 business days after receipt of the response to:

**ASMS President
1255 Dauphin St.
Mobile, AL 36604**

The President will review all relevant information and meet with the parties involved, as necessary. Within 21 business days of receiving the statement of appeal, the President will respond in writing to the complainant and the alleged perpetrator(s) summarizing the outcome of the appeal and any corrective or remedial action to be taken.

Step Three

If the complainant is not satisfied with the decision of the President, he/she may appeal within 10 business days to the receipt of the President's response through a signed written statement to:

**Executive Committee of the Board of Directors of ASMS
1255 Dauphin St.
Mobile, AL 36604**

In an attempt to resolve the grievance, the Executive Committee of the Board of Directors shall review all relevant information and meet with the concerned parties and their representatives within 30 days upon the receipt of such an appeal. However, if ASMS needs additional time beyond the 30 days, it will notify the parties, indicating the reason for the delay and estimating a time for the completion of the investigation. A copy of the Executive Committee's disposition of the appeal shall be sent to each concerned party within 15 business days of this meeting.

The complainant may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the state of Alabama is located at 61 Forsyth Street S.W., Suite 19T10, Atlanta, GA 30303 and can be reached at (404) 974-9406 (ph.), (404) 974-9471 (fax).

Discrimination/Harassment Complaint Form

Date: _____ Time Submitted: _____

Name of Person Bringing Complaint: _____

Relationship/Title: _____

Address: _____

Phone: _____

Email: _____

SCHOOL: Alabama School of Mathematics and Science

SUMMARY OF COMPLAINT:

I. _____

Discrimination/Harassment Complaint Form

Please list any witnesses of the possible violation. Give their names and/or positions:

Please list any others directly affected by the possible violation. Give their names and/or positions:

Please list any evidence that you have knowledge of that pertains to this possible violation:

Your suggestions on resolving the complaint:

II. Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this complaint.

Signature of Complainant

Date

Signature of Person Receiving Complaint

Date