

SPPS Title IX Administrative Grievance Process for Students

1. The Chief Executive Officer shall serve as the District's Title IX Coordinator/Compliance Officer. The Coordinator may be reached at 360 Colborne Street, Saint Paul, Minnesota 55102, or by telephone at 651-767-8103.
2. Any District student who believes himself or herself to be a victim of discrimination on the basis or sex in violation of Title IX may file a grievance in writing with the Coordinator if the grievance is not grievable through another District grievance procedure or process. The grievance must be filed within fourteen calendar days of the alleged discriminatory act or conduct, or the grievance will be waived.
 - 2.1 Upon receipt of a grievance within the required time frame, the Coordinator shall forward the grievance to the appropriate administrator for investigation.
 - 2.2 The "appropriate administrator" is the school principal, site or program administrator, or other appropriate person, as determined by the Coordinator.
 - 2.2.1 If, after investigating, the appropriate administrator believes the grievance is without foundation, he or she shall so inform the complainant and the Coordinator within 15 calendar days of the administrator's receipt of the written grievance.
 - 2.2.2 If, after investigating, the appropriate administrator believes there is a possibility that the grievance is valid or has some foundation, he or she shall meet informally with the Coordinator, the complainant and the person against whom the complaint was filed to try to arrive at an equitable solution. In the absence of an agreed upon solution, the Coordinator shall render a decision.
 - 2.3 A complainant who is dissatisfied with the initial findings, or the results of the informal conference may appeal in writing to the Superintendent, or his/her designee, within five calendar days after being informed of the decision. The appeal must include the specific reasons why the complainant disagrees with the Coordinator's decision.

References: - Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681

12/31/05, contact information updated 3/14