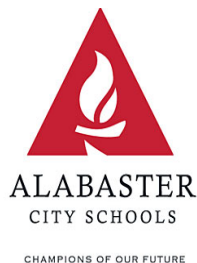


Board of Education:  
Mr. Adam Moseley, President  
Mr. Derek Henderson, Vice President  
Mrs. Jamia Alexander-Williams  
Mrs. Misty Johnson  
Dr. John Myrick

Superintendent  
L. Wayne Vickers, Ed.D.



10111 Highway 119  
Alabaster, AL 35007  
Phone: 205-663-8400  
Fax: 205-663-8408

[www.alabasterschools.org](http://www.alabasterschools.org)

## **GRIEVANCE PROCEDURE FOR SECTION 504, TITLE II, AND TITLE IX**

Alabaster City Schools is in compliance with Title IX of the Federal Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973 along with other related Federal regulations which state:

*"No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of handicap, sex, race, religious belief, national origin or ethnic group, color or age."*

Alabaster City Schools has appointed Dr. Keri Johnson as coordinator of Section 504 for students. Her mailing address and her phone number is:

Dr. Keri Johnson  
Coordinator of Section 504 Students  
Alabaster City Schools  
10111 Highway 119  
Alabaster, AL 35007  
PH: 205-663-8400  
FAX: 205-663-8408

The following grievance procedure for students and employees has been approved:

### **PURPOSE**

The purpose of this procedure shall be to settle equitably, at the lowest possible administrative level, differences and issues relating to discrimination against employees and/or students as based on the Education Amendments of 1972 or the Rehabilitation Act of 1973. These proceedings shall be kept as informal and confidential as may be appropriate at all levels of procedure.

### **DEFINITIONS**

A grievance is a complaint by any member of the professional staff, the non-professional staff, and student body. A grievance procedure is a description of the systematic process by which a person may seek to correct what the person considers to be an injustice or inconsistency.

### **PROCEDURE**

Each level of the procedure shall be observed and used with normal order of proper channels. If the time limits specified in each level of the procedure are not met, the grievance shall be considered waived.

#### **LEVEL ONE (Informal Procedures)**

The aggrieved person must first discuss his/her grievance with the immediate supervisor with the objective of resolving the matter informally. (It is acknowledged that the principal is the immediate supervisor for students and all building employees).

The aggrieved person and his/her supervisor/principal shall confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. At the conference, the aggrieved person may appear alone or be accompanied by a mutually acceptable person with supervisors/principals being afforded the same privilege.

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## **LEVEL TWO (Formal Procedures)**

### **Step 1**

If as a result of the discussion between the complainant and supervisor/principal, the matter is not resolved to the satisfaction of the complainant, the within five (5) school days he/she shall set forth his/her grievance in writing to the supervisor/principal specifying:

- a. the nature of the grievance,
- b. the nature or extent of the injury, loss or inconvenience,
- c. the remedy expected,
- d. the results of previous discussions, and
- e. dissatisfaction with decisions previously rendered.

The principal shall communicate his/her decision to the aggrieved in writing within five (5) school days of receipt of the written grievance. If a grievance is pursued beyond this level, written records should be forwarded to the next level of procedure by the aggrieved.

### **Step 2**

If the aggrieved is not satisfied with the disposition of his/her grievance at Level Two, Step One, he/she may, within five (5) school days, present his/her grievance to the Superintendent of Schools and the Title IX coordinator or 504 coordinator, as appropriate.

The Superintendent and the Title IX coordinator or 504 coordinator, as appropriate, will review the written record, counsel with the aggrieved, hear witnesses if needed, and render a decision in writing within ten (10) days after the completion of the hearing by the Superintendent and Title IX coordinator or 504 coordinator, as appropriate.

## **LEVEL THREE**

### **Step 1**

In the event the person is not satisfied with the disposition of his/her grievance at Level Two, Step 2, he/she may file the grievance in writing with the Board of Education. This must be done within five (5) school days after the decision from Level Two, Step 2. The Board of Education will conduct an impartial hearing at the request of the aggrieved.

He/She may request a hearing before the Board of Education by forwarding a written request to the Superintendent and request the Superintendent to submit to the Board a resume of previous discussions and decisions. (The aggrieved person may be accompanied by his/her representative at this hearing and minutes of the proceeding will be made). The aggrieved shall be given a written decision by the Board of Education within thirty-one (31) days.

### **Step 2**

In the event the aggrieved person is not satisfied with the disposition of the grievance by the Board of Education, he/she may request an impartial due process hearing. Such requests must be made to the Superintendent, preferably in writing. A due process hearing may be called at the request of the system or a parent, guardian or surrogate of an aggrieved student. The proceedings will be presided over by an impartial hearing officer to insure that proper procedures are followed and to assure the protection of the rights of both parties.

References: Title IX of the Education Amendments of 1972  
Section 504 of the Rehabilitation Act of 1973  
34 C.R.F. 104.7; 104.36  
Americans with Disabilities Act of 1990