

No. 2520
SECTION: ADMINISTRATION
TITLE: EQUAL RIGHTS AND OPPORTUNITIES:
GRIEVANCE PROCEDURE

ADOPTED: 11/17/76
READOPTED: 6/15/09;6/20/13;1/29/14;
11/15/16;5/28/19
REVISED: 9/22/98;4/24/01;4/18/05

OXFORD AREA SCHOOL DISTRICT

- A. Those persons who have complaints alleging violations of the Equal Rights and Opportunities Policy of the Oxford Area School District may submit their complaint to the following grievance procedure, using the appropriate grievance forms as found in administrative procedures.
1. Within fifteen (15) days after the alleged violation, the grievant shall initiate an informal discussion with the principal or immediate supervisor. If the informal discussion does not resolve the issue, the grievant shall submit a written complaint, Appendix A, to the principal or immediate supervisor. The principal or immediate supervisor shall respond in writing, Appendix B, within fifteen (15) calendar days.
 2. If the grievance is not resolved under Step 1, the grievant shall submit the written complaint to the Equal Rights and Opportunities Compliance Officer (Director of Human Resources) within fifteen (15) calendar days. The compliance Officer has the authority to investigate the grievance and attempt a resolution. The Compliance Officer shall respond within fifteen (15) calendar days using Appendix C.
 3. If the grievance is not resolved under Step 2, the grievant shall refer the complaint, within fifteen (15) calendar days, to the Board of School Directors.
 4. Unresolved issues may be filed with the Office of Civil Rights.
- B. A grievant has the right to be accompanied by a third party during all steps of the grievance procedure.

OXFORD AREA SCHOOL DISTRICT
125 Bell Tower Lane
Oxford, Pennsylvania 19363

EQUAL RIGHTS AND OPPORTUNITIES GRIEVANCE REPORT (Step 1)

Name of Grievant _____

Date of occurrence or event which is the basis of the grievance _____

Date of informal discussion with Principal/Supervisor _____

Statement of Grievance:

Action Requested:

Signature of Grievant _____

Date of Grievance Report

Grievance Report received by principal or immediate supervisor:

Signature of Principal/Supervisor

Policy 2520
Adopted: 11/17/76
Revised 9/22/98;4/24/01;4/18/05,3/13/2017
Readopted 6/15/09;6/20/13;1/29/14;11/15/16;5/28/19

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DECISION OF PRINCIPAL OR IMMEDIATE SUPERVISOR (Step 2)

Name of Grievant _____

Date of Grievance Report _____

Date of meeting to attempt to resolve grievance _____

Decision of Principal/Supervisor and reasons for the decision:

Date of Decision
Principal/Supervisor

Signature of

GRIEVANT'S RESPONSE

_____ I accept the decision of the Principal/Supervisor

_____ I wish to appeal the grievance to the Equal
Rights and Opportunities Compliance Officer

Date of Response

Signature of Grievant

OXFORD AREA SCHOOL DISTRICT
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DECISION OF EQUAL RIGHTS AND OPPORTUNITIES
COMPLIANCE OFFICER (Step 3)

Name of Grievant _____
Date of Grievance Report _____
Date of meeting to attempt to resolve grievance _____
Decision of Equal Rights and Opportunities Compliance Officer: _____

Date of Decision

Signature of Equal Rights and
Opportunities Compliance Officer

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GRIEVANT'S RESPONSE

_____ I accept the decision of the Equal Rights and
Opportunities Compliance Officer

_____ I wish to appeal the grievance to Superintendent

Date of Response

Signature of Grievant

OXFORD AREA SCHOOL DISTRICT
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DECISION OF SUPERINTENDENT (Step 4)

Name of Grievant _____
Date of Grievance Report _____
Date of meeting to attempt to resolve grievance _____
Decision of Superintendent:

Date of Decision

Signature of Superintendent

GRIEVANT'S RESPONSE

_____ I accept the decision of the Superintendent

_____ I wish to appeal the grievance to the Oxford Area
Board of School Directors

Date of Response

Signature of Grievant

OXFORD AREA SCHOOL DISTRICT
125 Bell Tower Lane
Oxford, Pennsylvania 19363

DECISION OF THE BOARD OF SCHOOL DIRECTORS (Step 5)

Name of Grievant _____

Date of Grievance Report _____

Date of meeting to attempt to resolve grievance _____

Decision of the Board of School Directors:

Date of Decision

Signature President,
Board of School Directors

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