

**GRIEVANCE PROCEDURE  
GENDER DISCRIMINATION**

It is the policy of the Keys Board of Education that the superintendent shall appoint a Title IX coordinator for the school district. The superintendent shall direct the implementing of educational amendments and regulations as it pertains to prohibition of gender discrimination in education, and shall prepare a regulation governing gender discrimination grievance procedures.

When the Coordinator receives a discrimination complaint (DAA-E) then the board shall appoint a gender discrimination grievance committee that shall consist of the Title IX Coordinator, an administrator, a parent, and a member of the certified teaching staff.

**DISCRIMINATION COMPLAINT FORM**

TO: Title IX/504/ADA Coordinator

FROM: Name of Grievant \_\_\_\_\_

Address/Telephone # \_\_\_\_\_

DATE OF ALLEGED VIOLATION: \_\_\_\_\_

NATURE OF ALLEGED VIOLATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAMES OF PERSONS RESPONSIBLE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED ACTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Complaint Filed With Coordinator: \_\_\_\_\_

Please use reverse of this form or attach additional sheets if necessary.

(Complaint must be submitted within 30 days of alleged violation.)