

Franklin School Grievance Process

If you believe you or your student have been discriminated, please contact Becky Fitch at grievances@fppspv.net, call 928-775-6747, or stop by the Junior High Office.

GRIEVANCE PROCEDURE Any person who believes he or she has been subjected to discrimination on the basis of disability by a student, staff member, or third party may file a grievance under this procedure. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; treating a student differently on the basis of disability; denying a student with a disability a free and appropriate education; and failing to make modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

Franklin Phonetic Primary School prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

Step 1 - Reporting a Complaint

A formal complaint must be submitted to the grievance officer within 60 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

The complaint can be verbal or written. Please try to include the following: the name and address of the person filing the complaint, the name of the person discriminated against, the person who discriminated and the nature of the complaint. Verbal complaints need to be brought to the attention of a Franklin School staff member. Written complaints can be submitted through email, US Postal service, or brought into the school and given to the office staff. If the complainant cannot put the complaint in writing, Franklin School will provide assistance. Even though we believe complaints should be in writing, Franklin School will begin the discrimination process as soon as a complaint is brought to our attention.

Step 2 - The Investigation

The Grievance Officer will conduct a thorough investigation of the complaint. All parties will have the opportunity to submit evidence relevant to the complaint which may include witnesses. The investigation will be completed within 30 days unless extenuating circumstances require an extension.

Step 3 - Notice of Resolution

Once the investigation is complete, the Grievance Officer will present the findings to all involved parties. If discrimination was found, Franklin School will take any necessary steps to prevent the recurrence of discrimination and will correct any discriminatory effects of the complainant and/or others. Confidentiality will be maintained as required by the Family Educational Rights and Privacy Act (FERPA).

Step 4 - Appeal Rights

If either party is not satisfied with the decision of the Grievance Officer, they will have 15 days to file an appeal with the School Board. The School Board will have 30 days after the filing of the appeal to provide a written response to the appeal.

Step 5 - Complaint with Government Agency

The availability and use of this grievance process does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights.

Franklin Phonetic School will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Grievance Officer will be responsible for such arrangements.