

## INDEPENDENT SCHOOL DISTRICT #146

District Office 302-324 3rd Street South  
PO Box 189 - Barnesville, MN 56514  
Phone 218 354-2217 - Fax 218 354-7260  
[www.barnesville.k12.mn.us](http://www.barnesville.k12.mn.us)

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### **STUDENT / EMPLOYEE GRIEVANCE PROCEDURE**

Student / Adult Grievance Procedure & Information Provided for Students, Parents, and Employees of Barnesville Public Schools, District #146.

The Board of Education as required by law under the names, titles, and sections above assures that no person shall on the basis of race, color, age, religion, sex, handicap, or national origin, be excluded from participation in, denied benefits of, or otherwise be subjected to any degree discrimination in activities and programs and the control of the Board of Education. The Board of Education appoints the Superintendent as its Equal Opportunity Officer for the titles and sections listed above. The Superintendent is responsible that a program is in place for the school district to establish necessary procedures for effective, uniform, unbiased, and judicious enforcement of equal opportunity standards. The Superintendent or designee shall make available to all participants and other interested persons information regarding the provisions of the above named titles and sections and their application to the school district.

### **STUDENT / ADULT PROCEDURE**

1. Definition: A “grievance” shall mean a complaint which has been filed by an employee, student, or by a student’s parent on the student’s behalf dealing specifically with various civil rights and nondiscrimination laws listed in the above statements. This specific grievance procedure does not apply to other situations for which other appeals and adjudication procedures are provided by State laws or in which the School Board does not have the authority in which to legally act. Normal lines of communication, though a normal chain of command such student to teacher-to counselor- to administrator, etc shall be used, when feasible in seeking answers and / or clarification regarding student concern. This should be attempted before the grievance procedure is initiated. First discussions with building principals do not necessarily require the complaint to be presented in writing as an initial step.
2. Purpose: The student / employee grievance procedure has as its most salient purpose to identify at the earliest level possible equitable solutions to a complaint or a claim. If the complaint is justifiable all proceedings shall be kept to the strictest levels of confidentiality at each phase of this grievance procedure.
3. Timeframe: The number of days as indicated in the procedures outlined shall be regarded as the maximum and every effort should be made by all parties to accelerate the process. Time limits, if applicable, can be extended if agreed upon mutually by the complainant and district administration.

\*Scott Loeslie, Superintendent \*218 354-2217 \*sloeslie@barnesville.k12.mn.us \*

\*Paula Haugrud, Administrative Assistant \* phaugrud@barnesville.k12.mn.us \*

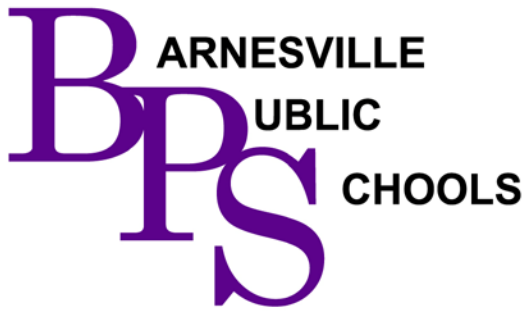
\*Chris Ellefson, Community Education Secretary \* cellefson@barnesville.k12.mn.us \*

\*Bryan Strand, High School Principal \* 218 354-2228 \* bstrand@barnesville.k12.mn.us \*

\*Todd Henrickson, Elementary Principal/Activities Director \* 218 354-2300 \* thenrickson@barnesville.k12.mn.us

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\*Pat Berndt, Finance Officer \* pberndt@barnesville.k12.mn.us \*



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4. Level One: Students / Employees with a complaint shall present it first to their respective building principal- high school or elementary. At this juncture the District Equal Opportunity Officer is to be notified. If the concern / complaint can not be resolved at this meeting, the student may then present a formal claim in writing or orally. This documentation should include all supporting statements and any other evidence and present this information to his/ her building principal. Upon receipt of this information, the school district will have 5 days to state its decision regarding the complaint. The district's decision shall be in writing that includes supporting reasons related to the final decision.
5. Level Two: If the complainant determines it necessary to carry this complaint forward and beyond the Level One procedures, he/she may within ten school days submit his / her complaint to the Superintendent. The Superintendent of Schools shall evaluate the evidence and produce his / her own decision within ten days of receiving the complaint.
6. Level Three: If the complainant still maintains a concern he / she may submit in writing or orally within ten days of the Superintendent's decision the complaint with the School Board and upon receiving the complaint it shall be placed on the next school board agenda for consideration. A final determination shall be made thirty calendar days after the conclusion of this school board meeting.
7. Withdrawal: Without prejudice or record a complaint may be withdrawn at any level of the grievance procedure.
8. Hearings/ Decisions: At each level in the process the complainant shall be given full and complete opportunity to be heard and present information. Decisions reached in Levels 2, 3, and 4 shall be in writing with the lone exception to this requirement being that of Level 1 resolution.
9. Recrimination / Reprisals: None shall be taken by or against any party of interest in the grievance procedure by reasons associated with participating in this process.
10. Record Keeping: All proceedings external to that of the School Board will be destroyed. Should any complainant wish to have his / her own complaint added to or placed in their file/school records they may do so by requesting this action in writing or orally.
11. The use of this grievance procedure shall not prohibit the complainant from seeking redress from appropriate state or federal resources, some of which are referenced below.

Grievances that are presented orally will be documented in terms of notes, minutes, signatures, etc. in order to accurately record the information presented for review.

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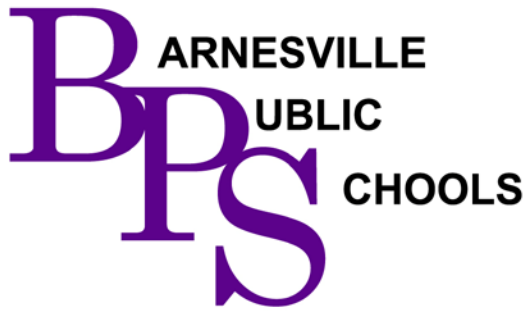
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Office of Civil Rights, Chicago Office (Region V)  
U.S. Dept. of Education  
500 W. Madison Street Suite 1475  
Chicago, Illinois 60661  
FAX: 312-730-1576  
PHONE: 312-730-1560  
TDD: 312-730-1609  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)  
Phone: Central Office Washington D.C. 1-800-421-3481  
Website: <http://www.ed.gov/about/offices/list/ocr/index.html>

MN Dept of Human Rights  
190 E 5<sup>th</sup> Street  
St. Paul, MN 55101  
1800-657-3704  
651-296-5663  
TDD:651-296-1283

Equal Employment Opportunity Commission  
330 S. 2<sup>nd</sup> Ave  
Suite 430  
Minneapolis, MN 55401  
1-800-669-4000  
612-335-4040  
TDD:612-335-4045

Barnesville Public Schools ISD # 146

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