

## **AC-R**

### **NON-DISCRIMINATION: TITLE VII, TITLE IX GRIEVANCES**

The School Board hereby formally declares that, in accordance with the requirements of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, there will be no discrimination on the basis of sex in educational programs or activities, nor will there be discrimination on the basis of race, disabilities, ethnic background, or socioeconomic status.

Inquiries of complaints regarding compliance with Title IX may be directed to the office of Superintendent of Schools. Grievances will be processed as follows:

#### **Grievance Procedure**

1. Any complaint from or on behalf of any person employed or served by the schools shall be submitted in writing to the office of the Superintendent of Schools or their designee, hereafter referred to as "the designated employee." The designated employee shall, without delay, forward it to the person immediately responsible, i.e., department head, coach, supervisor, etc.
2. The immediately responsible person will investigate the complaint to ensure adequate, reliable, and impartial investigations of complaints, including the opportunity to present witnesses and other evidence and report his/her findings and recommended remediation in writing to both parties within five (5) school days. If necessary the school will take steps to correct acts of discrimination. A copy of the report shall be sent to the designated employee who will maintain a file on all grievances.
3. If the grievance has not been remedied to the satisfaction of the grievant, he/she may then submit the complaint, with all previous communications attached to the following parties, in the order given. Each party will have the time indicated in which to investigate and report its findings and recommended remediation.
  - a. Responsible Building Principal (5 schools days)
  - b. Superintendent of Schools (10 school days)
  - c. Personnel Committee (10 school days)
4. If the grievant is not satisfied with the results of hearings at the local level, he/she may appeal to the New Hampshire State Department of Education, 101 Pleasant Street, Concord, New Hampshire 03301.
5. If all else fails, the grievant may appeal to the Federal Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

**Adoption Date:** April 8, 1993  
**Amended:** May 8, 2008  
**Amended:** April 13, 2017

