

**NON-DISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE
ACTION COMPLAINT PROCEDURE**

All complaints brought by students or employees will be handled in the following manner.

STEP ONE - Formal

Students. Within fifteen (15) days of the time that the student knew, or reasonably should have known, of the complaint, the student will present a completed written complaint report form to the responsible official, who will expeditiously appoint three (3) persons to meet and discuss the complaint with the student and send a copy of the complaint to the building principal. Within five (5) days of the completion of such discussion, the student may submit the written complaint to the building principal. If the building principal desires a conference with the student, the student may request that one of the above three appointees be present for such discussion. Within ten (10) days after presentation of the complaint, the building principal will respond in writing. This section will not prohibit an informal oral discussion of a concern or problem between the student and the building principal.

Employees. Within ten (10) days of the time that the employee knew, or reasonably should have known, of the complaint, the employee will present the complaint orally to the employee's immediate supervisor. Within ten (10) days after presentation of the complaint, the immediate supervisor will orally answer the complaint.

STEP TWO - The Responsible Official

Within five (5) days of the oral or written response, if the complaint is not resolved, it will be stated in writing, signed by the student/employee and submitted to the responsible official.

The complaint will:

- A. Name the employee or student involved;
- B. State the facts giving rise to the complaint;
- C. Identify the specific provision of Title VI, Title IX, or Section 504, or the implementing regulations alleged to be violated; and
- D. Indicate the specific relief requested.

Within five (5) days after receiving the written complaint, the responsible official will make a determination in writing to the student/employee.

STEP THREE - The School Committee

If the complaint is not resolved in step two, the student/employee may, within five (5) days of receipt of the responsible official's response, along with any written response of his/her own, submit the complaint and support materials to the School Committee.

Within sixty (60) calendar days after receipt of the appeal of the responsible official's determination to the student/employee, the School Committee will give its decision in writing to the student/employee. Such decision will be final and binding.

FAILURE TO OBSERVE TIME LIMITS

In the event the student/employee fails to exhaust the remedies under the complaint procedure provided above or to abide by the time limits with respect to each step, the complaint will be presumed to be abandoned, and the matter will be settled in accordance with the school department's last response thereto. In the event the school department fails to give its response at any step within the time limits prescribed, the student/employee will have the right to proceed immediately to the next step and must do so within the prescribed time limits. Any time limit may be extended by written mutual agreement of the student/employee and the responsible official.

EFFECT OF SETTLEMENT

Any settlement of a complaint will be applicable to that complaint only and will not be binding authority for the disposition of any other complaint.

Adopted: January 24, 1995

Revised: August 10, 1999