



PERSONNEL

4111.1

Nondiscrimination

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age, or disability, subject to the conditions and limitations established by law.

Any student, parent/guardian, staff member or applicant to a program, who alleges discrimination, should pursue the following procedure for the redress of the alleged grievance:

I. Informal Level

- A. Any student, parent/guardian, staff member or applicant to a program who feels that s/he has been discriminated against on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age, or disability, shall contact the designated compliance coordinator within 30 days of the alleged occurrence to discuss the nature of the complaint.

The compliance coordinator shall maintain a written record which shall contain the following:

1. Full name and address of complainant.
 2. Full name and position of person(s) who allegedly discriminated against the complainant.
 3. A concise statement of the facts constituting the alleged discrimination.
 4. Dates of the alleged discrimination.
- B. At the time the alleged discrimination complaint is filed, the compliance coordinator shall review and explain the grievance procedures with the complainant and answer any questions. The compliance coordinator shall begin investigating the complaint as soon as practical, but in no case, more than ten (10) working days from the time the complaint was received. Within this time limit the compliance coordinator shall meet informally with the complainant and the individual(s) against whom the complaint was lodged, and shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level.

- C. If the complainant is not satisfied with these initial informal procedures and within twenty (20) school days from the date of the original discussion with the compliance coordinator, more formal procedures may be initiated by the complainant to further explore and resolve the problem internally.

II. FORMAL LEVEL

- A. The compliance coordinator shall present the written alleged discrimination complaint to the principal of the building who may resolve the complaint alone or may take the complaint to the Civil Rights Compliance Panel.
- B. The principal shall inform all parties of the date, time and place of the scheduled grievance panel hearing and of their right to present witnesses or representatives, if desired. The compliance coordinator shall provide assistance to the complainant in understanding the grievance panel process. A written record of all panel hearings shall be kept.

The panel shall hear and fully review the case within fifteen (15) days of the hearing and shall send its recommendations in writing to the principal within five (5) working days of the hearing.

The principal shall review the recommendations, reach a decision regarding the case and communicate his/her decision to the parties concerned and to the superintendent of schools within five (5) days.

- C. If the complainant is not satisfied with the principal's decision s/he may submit a written appeal to the superintendent of schools within ten (10) days.

The superintendent shall review all aspects of the case and within ten (10) days shall decide for or against the recommendation of the principal.

- D. If the complainant is not willing to abide by the superintendent's recommendation s/he may submit a written appeal to the local Board of Education within fifteen (15) days of the superintendent's decision.

With at least five (5) days notice given prior to the hearing, the Board of Education shall inform all parties involved of the date, time and place of the hearing and of the right to present witness(es) and to legal counsel or other representation, if desired. The Board of Education shall hear all aspects of the appeal and shall reach a decision within twenty (20) days of receipt of the written appeal. The decision shall be presented in writing to the complainant at its next regularly scheduled meeting. The secretary of the Board of Education shall inform the parties of the Board's action within five (5) working days of the Board's meeting.

Any person may also file a complaint of illegal discrimination with the Office for Civil Rights, Washington, D.C., at the same time s/he files the grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office for Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.

Title VI	Coordinator	Director of Special Services Office of the Superintendent c/o Montville High School Oakdale, CT 06370 848-1228
Title IX	Coordinator	Director of Special Services Office of the Superintendent c/o Montville High School Oakdale, CT 06370 848-1228
Section 504	Coordinator	Director of Special Services Office of the Superintendent c/o Montville High School Oakdale, CT 06370 848-1228

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