

NEW BOSTON SCHOOL DISTRICT**AC-R****NONDISCRIMINATION: GRIEVANCES**

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

GRIEVANCE PROCEDURE

1. It is strongly encouraged that 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, hereafter referred to as "the designated employee."
2. The designated employee will investigate the complaint and report his/her findings and recommended remediation in writing to the Superintendent within ten (10) business days. A copy of the report shall be maintained in a confidential file by the designated employee.
3. Within fifteen (15) days of the date the complaint was received, the Superintendent or his/her designee shall inform the grievant that the investigation is complete and whether or not the claim was substantiated. If the claim was substantiated, the grievant will be assured that appropriate action has been taken to remedy the claim.
4. If the grievance has not remedied the illegal or inappropriate conduct initially reported by 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 school days)
 - b. Superintendent of Schools (10 school days)
 - c. School Board (20 school days)

Note: All complaints submitted in step 4 of the grievance procedure must be made out in duplicate, with all previous correspondence attached, one copy going to the grievant and one to the designated employee who shall maintain a file on all grievances.

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.

Reference: AC

Proposed: 05/02/02
 Adopted: 06/13/02
 Proposed: 06/21/17
 Adopted: 08/23/17
 PRC Review: 10/25/17
 Adopted: 12/20/17
 Proposed: 02/04/2020
 Adopted: 02/19/2020