

**NONDISCRIMINATION: TITLE IX GRIEVANCES**

Inquiries or 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, using the form provided, to the office of the Director of Pupil Services. The designated employee shall without delay forward it to the SAU 50 business administrator and the building administrator from where the grievance originated.
2. The business administrator and building administrator will investigate the complaint and report his/her findings and recommended remediation in writing to the grievant within five (5) school days. A copy of the report shall be sent to the Director of Pupil Services 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. Superintendent of schools (10 school days)
  - b. School board (20 school days)
4. 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.

Note: All reports submitted throughout 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. Blank grievance forms will be available in all principals' offices in each school and in the superintendent of school's office.

Revised November 2008  
Reviewed 2010



**Form - Policy AC**

**SAU 50 NON-DISCRIMINATION/EQUAL OPPORTUNITY  
GRIEVANCE FORM**

***General Statement of Policy Prohibiting Discrimination***

It is the policy of the board, in its actions and those of its employees, to prohibit discrimination in employment or participation in, admission or access to any educational program or activity in the school district on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability.

This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

**Reporter:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Phone/Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Date of Incident(s):** \_\_\_\_\_

**Name of person(s) you believe engaged in discrimination:**  
\_\_\_\_\_

**Name of person(s) you believe was the target of discrimination:**  
\_\_\_\_\_

**List of any witnesses:** \_\_\_\_\_

**Where did the incident(s) occur:** \_\_\_\_\_



