

## CHEBEAGUE ISLAND SCHOOL DEPARTMENT

FILE: AC-R

### NONDISCRIMINATION/EOUAL OPPORTUNITY--GRIEVANCE PROCEDURE

Any employee or student/parent in this system who has a grievance concerning any alleged discrimination will be able to obtain counsel and guidance from the Affirmative Action Officer. It is understood that an attempt to resolve the grievance directly with the appropriate administrator (i.e., building principal) would be made at the earliest possible time.

Employees and students may use the following internal grievance procedure (see following), or they may report their grievance(s) directly to the Director of the Regional Office for Civil Rights, 140 Federal Street, Boston, Massachusetts 02110.

#### Grievance Procedure

Any student or employee who has a grievance concerning discrimination should consult the appropriate school official (teacher, coach, principal, superintendent, manager, supervisor, foreman, etc.). If, however, the grievant shows cause acceptable to the Affirmative Action Officer for by-passing the appropriate school official (teacher, coach, principal, superintendent, manager, supervisor, foreman, etc.), or if satisfaction is not secured through consultation with the appropriate school official, further relief may be sought through a written grievance submission to the Affirmative Action Officer who will follow the guidelines of the grievance procedure.

If so carried to the Affirmative Action Officer, the grievance procedure shall consist of a two-step process.

Step One shall be a first level conference. In the case of a student grievance, the conference shall involve the grievant, the school principal and the Affirmative Action Officer.

If the grievant is an employee, the first level conference shall involve the employee, the supervisor and the Affirmative Action Officer. At a first level conference, the Affirmative Action Officer may consult with other school officials when considering the grievance or arriving at a proper resolution.

If a proper resolution is arrived at from the first level conference or hearing, the results shall be submitted in writing by the Affirmative Action Officer to the appropriate official(s) for implementation, with a copy forwarded to the grievant and to the superintendent. The report of the resolution shall contain a timetable for implementation and a requirement for a follow-up report at a specified date.

Step Two shall be a second level conference. Should the student or employee not be satisfied with the outcome of the level one conference, he/she may request further relief through the Affirmative Action Officer who will arrange for a second level conference with the superintendent.

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If judged necessary by the superintendent, the matter shall be presented to the School Committee for resolution.

Rules Regulating Grievance Procedures

- A. All charges shall be filed in writing and shall specify all facts giving rise to the charge.
- B. Upon receipt of a grievance, the person(s) against whom charges of specific acts are made shall be notified of the charges and given the opportunity to appear at the first level conference or hearing to respond to the charges.
- C. The Affirmative Action Officer shall act as moderator at all conferences and hearings.
- D. The Affirmative Action Officer shall attempt to elicit all evidence relevant to the case.
- E. All evidence shall be presented in an orderly manner.
- F. Conferences and hearings shall be carried out within a reasonable period of time following a reported grievance.
- G. All concerned parties shall be officially notified of the resolution of a grievance.

Adopted: November 6, 2007