

ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION: BOARD OPERATIONS

CODE: A22R

TITLE: NOTICE OF NON-DISCRIMINATION PROCEDURES

Notice of Non-Discrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Addison Northwest School District are hereby notified that this District does not discriminate on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, disability, age or marital status in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Addison Northwest School District's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact:

Superintendent of Schools
11 Main Street, Suite B100
Vergennes, VT 05491
(802) 877-3332

This person has been designated by the Addison Northwest School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, and other non-discrimination laws or regulations.

Grievance Procedure

1. Definitions

- (a) A grievance is a claim made by a student, teacher or employee of the School District that he/she has been subjected to discrimination because of specific actions of the School Board or its employees.
- (b) A grievant shall be a student(s) and/or parent(s), employee, or applicant making the claim.

2. Intent

Nothing contained within this grievance procedure shall be construed as limiting the right of an aggrieved person or persons to informally discuss a problem with the school administration or staff. Should such an informal process fail to resolve the situation, then a formal filing of a grievance may be made in accordance with the following procedure:

3. Procedures (all days are calendar days):

ADDISON NORTHWEST SCHOOL DISTRICT POLICY

- Step I Within one hundred eighty (180) days of an alleged violation of this policy, the aggrieved shall submit in writing to the Superintendent or designed the nature of the grievance and the remedy the grievant seeks. The Superintendent should arrange for a hearing within fifteen (15) days of receipt of the grievance. The Superintendent shall provide a written answer on the grievance within five (5) days of the meeting.
- Step II If the grievance is not resolved at Step I, then the aggrieved may, within ten (10) days of the denial, request in writing that the School Board or a committee of the School Board hear the grievance. The Chairperson of the School Board or their designee shall establish a meeting before the Board or a committee of the Board within fifteen (15) days of receipt of the request. Such a meeting will be in a public or in an executive session, at the discretion of the grievant. The Board or its committee shall provide a written answer on the grievance within five (5) days of the Board's next regularly scheduled meeting. The decision of the Board or its committee shall be final and binding to the extent of the jurisdictional limits and authority of the School Board.

Date Warned: *November 7, 2016*
Date Adopted: *November 30, 2016*
Cross Reference: *Notice of Non-discrimination (A22)*