

NON-DISCRIMINATION: TITLE IX GRIEVANCES

Inquiries or complaints regarding compliance with Title IX may be directed to the office of Superintendent of School. Grievance will be processed as follows:

GRIEVANCE PROCEDURE

1. Any complaint verbal or written from or on behalf of any person employed or served by the schools shall be submitted in writing, using the form provided, to Martha Miller, Director of Special Education, hereafter referred to as “the designated employee”. The designated employee shall without delay forward it to the person immediately responsible, i.e. principal, coach, supervisor, etc.
2. The immediately responsible person 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 filed by Martha Miller, Director of Special Education, 193 Pine St., Berlin, NH 03570, 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. Responsible Building Principal (5 school days)
 - b. Superintendent of Schools (10 school days)
 - c. School Board (20 school days)

If all else fails, the grievant may appeal to the Federal Office for Civil Rights, US Department of Health, Education, and Welfare, Region 1, JFK Building, Room 1875, Boston, MA 02203, Phone 617-565-1340.

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 Principal’s offices in every school, in the Superintendent of School’s office, and on the district website www.sau3.org.

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