

## NON-DISCRIMINATION POLICY

The Newtown Public School District does not discriminate on the basis of ethnicity, race, color, age, marital status, gender, sexual orientation, religion, mental or physical disability or any other legally recognized protected status in any of its employment practices, school activities or educational programs. The Newtown Board of Education designates the Assistant Superintendent of Schools as the ADA, Title IX, Title VI, Title VII, and Section 504 District Compliance Officer.

### GRIEVANCE PROCEDURES FOR NON-DISCRIMINATION (ADA, TITLE VI, TITLE VII, TITLE IX, AND SECTION 504)

As used in these procedures, “days” shall mean business days upon which the office of the Superintendent of Schools is open.

#### Informal Level

Any individual who feels that he or she has been illegally discriminated against by the Newtown Public School District or any of its employees shall contact the appropriate building administrator within thirty (30) days of the alleged occurrence to discuss the nature of the complaint. For Section 504 complaints, the Director of Pupil Personnel Services shall be considered the building administrator.

The administrator shall maintain a written record that shall contain the following: full name and address of complainant, full name and position of the person(s) who allegedly discriminated against the complainant, a concise statement of the facts constituting the alleged discrimination, including the dates of the alleged discrimination, and actions taken by the District to investigate and remediate the complaint and to prevent future occurrences of discrimination.

The administrator shall meet informally with the complainant and the individual(s) against whom the complaint was lodged, and shall seek informal agreement between the parties concerned. Every attempt shall be made to clarify misunderstandings, resolve issues, and seek a solution to the alleged discrimination complaint at this level.

This process shall take no longer than fifteen (15) days from receipt of the complaint by the building administrator.

#### Formal Level

If the complainant is not satisfied with these initial informal procedures, he or she can bring the complaint to the Compliance Officer (Assistant Superintendent of Schools) within twenty (20) days of completion of the Informal Level. The Compliance Officer will investigate the charge in a timely manner. The results of this investigation will be brought to the Superintendent of Schools who will render a decision based on the findings of the Compliance Officer.

Decisions can involve actions to resolve misunderstandings, address personnel issues, and change policies deemed necessary to eliminate such discriminatory practices.

Subsequent to the decision of the Superintendent of Schools, the Compliance Officer shall prepare a written response for the complainant no later than thirty (30) days after receiving the complaint. This written response will describe the conclusions of the investigation. If discriminatory practices are found to have occurred, the response will also describe any actions taken or proposed to eliminate the discriminatory practice. Decisions will also be communicated to the building administrator, teachers and staff as necessary so that the decision can be properly implemented.

#### Appeal

If the complainant is not satisfied with the Superintendent's decision, the complainant may appeal in writing, to the Board of Education within twenty (20) days of receipt of the Superintendent's decision. The Board shall hold a hearing within fifteen (15) days of receipt of such written requests and shall decide what, if any, remedies are necessary to eliminate the practice alleged to be discriminatory. The Board shall notify the complainant in writing of its decision within ten (10) days after such hearing.

#### WITHDRAWAL

A complaint may be withdrawn by the complainant at any level in the procedure without prejudice.

#### REPRISALS

No reprisal of any kind shall be taken by or against any complainant or any participant in the complaint procedure by reason of such participation.

#### HEARING RIGHT

The complainant shall be given the opportunity to be heard in the informal and formal levels of this procedure.

Adopted 7/24/79

Modified 10/10/95, 8/10/99, 2/13/01