

**PROCEDURES FOR HANDLING COMPLAINTS OF DISCRIMINATION**

The non-discrimination coordinator for the Rutland Southwest Supervisory Union for the period (year to year) will be determined by Superintendent:

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**Definitions**

1. A ***grievance*** is a claim made by a student, teacher or employee of the Supervisory Union or member School District, or other person that he or she has been subjected to discrimination because of specific actions of the a School Board or its employees.
2. A ***grievant*** shall be a student(s) and/or parent(s) employee, or other person making the claim.

**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:

**Procedures** (all days are calendar days)

1. Within 15 days of an alleged violation of this policy, the aggrieved shall submit in writing to the Superintendent or designee the nature of the grievance and the remedy sought. The Superintendent should arrange for a meeting within 15 days of receipt of the grievance. The Superintendent shall provide a written answer on the grievance within 5 days of the meeting.
2. If the grievance is not resolved at Step I, then the aggrieved may, within 10 days of the denial, request in writing that the Board or a committee of the Board hear the grievance. The chair of the Board or designee shall schedule a meeting before the Board or a committee of the Board within 15 days of receipt of the request. Such a meeting will be in a public or in an executive session depending upon the circumstances. The Board or its committee shall provide a written answer on the grievance within 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 Board.