

EAST MILLINOCKET SCHOOL BOARD POLICY

NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION – GRIEVANCE PROCEDURE

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NEPN/NSBA CODE: AC-R

A. Informal

1. When a student or employee feels there has been discrimination, he/she may discuss the grievance with the affirmative action coordinator.
2. If the grievance is not resolved within five working days, the student or employee may file a written grievance with the principal or appropriate supervisor and the affirmative action coordinator.

B. Formal

1. If the grievance is not resolved within five working days, the student or employee may file a written grievance with the principal or appropriate supervisor. Forms are available from the affirmative action officer.
2. If the written grievance is not resolved within five working days and the student or employee wishes to continue the grievance procedure, the affirmative action coordinator will bring said grievance to the attention of the superintendent of schools.

The superintendent will, within ten working days after receiving a written grievance, review the situation in consultation with the affirmative action coordinator and the grievant together and inform the grievant in writing of his/her decision.

If the written grievance is not resolved to the grievant's satisfaction, the grievant may submit a written grievance to the school board. The school board will then, at their next meeting, hold a private discussion of the grievance. The board will notify the grievant of her/his right to be at the meeting and that the grievant is entitled to representation by counsel and to speak at the meeting if he/she wishes. The board will notify the grievant in writing of its decision within five working days.

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- A. A student may, at any time, file a grievance with the Director of the United States Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC.
- B. An employee may, at any time, file a grievance with the Maine Human Rights Commission.

Date Adopted: Unknown

AFFIRMATIVE ACTION

Formal Grievance

Name of Grievant _____

Statement of Grievance:

Relief Sought:

Signed _____ Dated _____

Date grievance submitted Step 1 _____ Submitted to _____

Date grievance submitted Step 2 _____ Submitted to _____

Date answered in Step 3 _____ Submitted to _____

Date grievance submitted Step 4 _____ Submitted to _____

Date resolved or dropped _____

Original to Administrator
Duplicate to Affirmative Action Officer
Duplicate to Grievant

APPENDIX

Goals

1. East Millinocket School Board will attempt to make all students, employees, and citizens aware of the Title IX/Affirmative Action/504 guidelines and regulations.
2. East Millinocket School Board will attempt to achieve a balance in its administrative staff.
3. Where an imbalance exists in any area, the school union will try to correct it and insure that it is not caused by discrimination.
4. Support services such as cheerleading and band should be available for all sports when appropriate.
5. East Millinocket School Board will continue to provide facilities for the handicapped.
6. East Millinocket School Board will provide equal bathroom facilities for both sexes in all buildings.
7. East Millinocket School Board will continue to provide equal opportunity for enrollment in all courses offered in adult education.
8. The administrators and staff will encourage participation by the minority sex in traditionally single sex courses.

First revised reading: 10.2.12
Second reading and adoption: 11.6.12

