

FALL RIVER PUBLIC SCHOOLS

"The Scholarship City"

417 Rock Street, Fall River, MA 02720

Meg Mayo-Brown, Superintendent

Grievance Procedures for Alleged Discrimination (Including Sexual Harassment)

Grievance Procedures for Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; Title II of the Americans With Disability Act of 1990; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975;

Part One

Any person believing that the Fall River Public Schools or any part of the school organization has inadequately applied the above referenced regulations shall bring forth a complaint to the designated person assigned by each school principal for their respective building (hereinafter designee). The complaint may be made verbally or in writing. The designee will investigate the complaint and respond to the complainant within ten (10) business days. If appropriate, and if the complainant is comfortable with attempting mediation, the designee can attempt to mediate the complaint. If mediation is not appropriate, or the complainant does not wish to attempt mediation, the designee will investigate the complaint, respond to the complainant within ten (10) business days, and notify the offender(s) of the violation and related consequences. At all stages of the investigation, the complainant has the opportunity to present witnesses and other evidence, which the District will consider.

Potential consequences for any violation of the above referenced regulations may include written warning to the offender(s), suspension or expulsion of the offender(s), or any other retribution necessary to assure compliance with these regulations. The District will take steps to prevent the recurrence of any discrimination and to correct discriminatory effects on the complainant and others, if appropriate. The District should also take steps to prevent retaliation against the person who made the complaint (and/or was the subject of the discrimination), and against those who provided information as witnesses.

Part Two

Any aggrieved person shall be entitled to appeal the decision of the school designee within ninety (90) calendar days of being notified of the designee's decision. Said grievance should be made to the District's Civil Rights Coordinator;

Mr. Victor Capellan
Assistant Superintendent
Fall River Public Schools
Administration Offices
417 Rock Street
Fall River, MA 02720
(508) 675-8420

The Civil Rights Coordinator will obtain the written report from the school designee, and gather all necessary information from the complainant, designee, offender(s), and any other interested parties.

The Civil Rights Coordinator will reply in writing to the complainant within ten (10) business days.

Any Complainant has the right to file a complaint directly with the Civil Rights Coordinator prior to informal resolution as outline in Part One.

Part Three

Any complainant wishing to appeal the Civil Right Coordinator's decision shall do so to the Superintendent of Schools. The Superintendent shall gather all documentation from the Civil Rights Coordinator, investigate the complaint, and reply to the complainant within ten (10) business days from the date the appeal was received. The complainant has five (5) business days from the decision of the Civil Rights Coordinator to file an appeal with the Superintendent.

Part Four

Any complainant wishing to appeal the Superintendent's decision may do so to the School Committee. The appeal must be in writing and presented to the Superintendent for transmittal to the School Committee within ten (10) days from the Superintendent's decision. The School Committee representatives shall meet with the complainant and all other interested persons, and reply in writing to the complainant within thirty-days (30) days of receiving the complaint.

Part Five

At any time, a complainant has the right to file a complaint alleging discrimination under the above-referenced regulations directly with the: *U.S. Department of Education Office of Civil Rights, Regional Office, 33 Arch Street, Suite 900, Boston, MA 02110*

Dissemination of Grievance Procedures

To effectively inform all concerned persons about the process of grieving a complaint, the adopted grievance procedures are to be disseminated to students, parents/guardians, employees, and other interested parties. This information must be provided on a continuing basis. This grievance procedure shall be disseminated through the following:

- Student Handbooks;
- Parent/Guardian Handbooks;
- Bulletins in the School Administration Building;
- Bulletin in each school with the name of the designee for that building;

This grievance procedure will also be disseminated to each child at the beginning of each school year, with the name of the school designee.

Maintenance of Grievance Records

A record of all grievances must be kept in a separate binder by the school designee. The Coordinator, Superintendent, and School Committee will keep a record of all appeals at their respective levels.

The following information must be documented:

1. Name of the complainant.
2. The date the grievance was filed.
3. The specific allegations made and the corrective action requested by the complainant.
4. The name of the offender(s).
5. The level of process, the resolution, the date and the name and title of decision-making authority at each level.
6. A summary of the facts and evidence presented by each party involved.
7. A statement of final resolution and the nature and dates of any corrective action taken.
8. How and when the complainant is notified of the outcome of each level of the process.