



MAMARONECK UNION FREE SCHOOL DISTRICT

1000 W. Boston Post Road
Mamaroneck, NY 10543
Tel. 914 220-3020; Fax. 914 220-3026

GRIEVANCE PROCEDURES FOR RESOLUTION OF COMPLAINTS ALLEGING DISCRIMINATION BASED UPON RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (Including Sexual Harassment), SEXUAL ORIENTATION OR DISABILITY

In accordance with federal and state laws and as required by Title IX of the Educational Amendments of 1972 the Mamaroneck Union Free School District does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation or disability in the hiring of employees and in the educational programs, services or activities which it provides.

Inquiries regarding compliance with Title IX regulations may be directed to:
Personnel Office, 1000 W. Boston Post Road, Mamaroneck, New York, 10543, 914-220-3020.

PROCEDURES

1. Any person who believes he or she has been the victim of harassment by a student, district employee or third party related to the school, is encouraged to and should report complaints as soon as possible after the incident in order to enable the district to effectively investigate and resolve the complaint. Victims are encouraged to submit the complaint in writing (see complaint form), however, complaints may be filed verbally.
2. Complaints should be filed with the Principal or Human Rights Officer. Students should bring their complaints to the attention of the Assistant Principal, Principal or to another adult in the school. Employees should bring their complaints to their immediate supervisor or to the Assistant Superintendent for Administration & Personnel.
3. The Assistant Superintendent for Administration & Personnel or his/her designee will then:
 - Investigate the complaint, within 3 working days following receipt of a complaint.
 - A written report of the incident is prepared and the complainant is informed of the resolution.
 - The complainant indicates whether or not he/she is satisfied with the resolution.
 - Any party who is not satisfied with the outcome of the initial investigation may request a District-level investigation by submitting a written appeal to the Superintendent of Schools within 30 days.
 - The Superintendent will review and record the appropriateness of the corrective action taken and inform the complainant of his/her determination.

TITLE IX COMPLIANCE OFFICER

Carol Priore
Assistant Superintendent for Administration & Personnel
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Mamaroneck, New York 10543
914-220-3020
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