

## Concord School District Policy #160 \*

### Non-Discrimination

It is the policy of Concord School District not to discriminate on the basis of age, gender, economic status, sexual orientation, race, color, marital status, disability, religious creed or national origin in its educational programs, activities and services or employment practices as required by **Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA)**, and New Hampshire **RSA 354-A:7**. This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of The Rehabilitation Act of 1973, Title II of The Americans with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Inquiries or complaints regarding compliance with **Title IX, Section 504, ADA** and **RSA 354-A:7** are to be directed to the person designated by the Superintendent.

Grievances shall be processed as follows:

1. Any complaint from or on behalf of any person employed or served by the District shall be submitted in writing within one year of the alleged discrimination to the appropriate person (designated by the Superintendent) hereinafter referred to as the "designated employee." The designated employee shall, without delay, forward it to the person immediately responsible (i.e., an administrator).
2. The immediately responsible person shall investigate the complaint and report his/her findings and recommended remediation in writing to the grievant within ten (10) school days. A copy of the report shall be sent to the designated employee who shall maintain a file on all grievances.
3. If the grievance has not been remedied to the satisfaction of the grievant, he/she may then submit the complaint, with all previous communications attached, to the following parties, in the order given (each party shall have the time indicated in which to investigate and report their findings and recommended remediation):
  - a. Building Supervisor, five (5) school days
  - b. Superintendent, ten (10) school days
  - c. Communications and Policy Committee of the Board, twenty (20) school days
4. Internal grievance procedures do not have to be exhausted before going to the Office for Civil Rights. Generally, a complaint must be filed with the Office for Civil Rights within 180 calendar days of the last act of alleged discrimination. To file a complaint or make inquiry, contact the Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921.

Adopted July 5, 1983. Revised November 4, 2002; June 5, 2017

\* Also Policies #412, #571, and #631

Corresponds to NHSBA Policy AC