

STOUGHTON PUBLIC SCHOOLS

HARASSMENT, CIVIL RIGHTS, AND AMERICANS WITH DISABILITIES ACT (ADA)

GRIEVANCE PROCEDURE (EXCLUDING TITLE IX)

OVERVIEW: It is the policy of the Stoughton Public Schools to not discriminate in the provision of services, hiring, and employment practices on the basis of race, color, religion, national origin, sex, gender identity, pregnancy or pregnancy related conditions, homeless status, sexual orientation, age, genetic information, ancestry, military status, or disability. The Office of the Superintendent of Schools has an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Federal, State, and local Civil Rights Laws, Regulations, and policies. These laws, regulations, and policies state, in part, that no person will, solely by reasons of his or her race, color, religion, national origin, sex, gender identity, pregnancy or pregnancy related conditions, homeless status, sexual orientation, age, genetic information, ancestry, military status, or disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any services, activities, programs, or benefits provided by the Stoughton Public Schools.

SCOPE: This Grievance Procedure may be used by anyone who wishes to file a complaint alleging harassment or discrimination on the basis of race, color, religion, national origin, sex, gender identity, pregnancy or pregnancy related conditions, homeless status, sexual orientation, age, genetic information, ancestry, military status, or disability in the provision of services, activities, programs, or benefits by the Stoughton Public Schools. It is unlawful for the Stoughton Public Schools to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

MISSION STATEMENT: Everyone, without exception, has a human right to live, work, study, recreate, express themselves, and pursue their goals, with equal opportunity, respect, and dignity, in safe, welcoming, accessible, and inclusive environments, free from unlawful bias, discrimination, harassment, and obstacles.

CIVIL RIGHTS COORDINATOR/ADA COORDINATOR: The Civil Rights/ADA Coordinators are responsible for ensuring that all services, activities, programs, or benefits provided by the Stoughton Public Schools are accessible to everyone regardless of services, activities, programs, or benefits. At the time of adoption of this procedure, the Civil Rights/ADA Coordinator for each individual school is the Principal. Overseeing each Principal, and acting as the District Coordinator is the Deputy Superintendent of Schools.

PROCEDURE:

1. The complaint shall be submitted in writing and contain the name and contact information of the complainant. The complaint should contain the location, date, description of the problem or action alleged to be harassment or discrimination, and the remedy or relief sought. It may also include information as to where an ADA accommodation is requested and a description of why the accommodation is needed.
2. If the complaint involves the students, staff, and/or faculty of an individual school, the complaint should be submitted to the building principal as soon as possible, but no later than sixty (60) calendar days after the complainant becomes aware of the alleged harassing or discriminatory action. If the complaint is not associated with an individual school, the complaint should be submitted to the Deputy Superintendent as soon as possible, but no later than sixty (60) calendar days after the complainant becomes aware of the alleged harassing or discriminatory action.
3. Within fifteen (15) calendar days after receipt of the complaint, the principal/Deputy Superintendent will meet with the complainant to clarify the facts of the incident and discuss possible resolutions.
4. The principal/Deputy Superintendent will conduct an investigation of the complaint to determine its validity. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint.
5. Within thirty (30) calendar days after receipt of the complaint, the principal/Deputy Superintendent will respond in writing to the complainant. The response will explain the position of the District and offer options for substantive resolution of the complaint.
6. If the response by a principal does not satisfactorily resolve the issue, the complainant may appeal the decision by filing an appeal in writing to the Deputy Superintendent within fifteen (15) days of receiving the principal's decision. If the response by the Deputy Superintendent does not satisfactorily resolve the issue, the complainant may appeal the decision by filing an appeal in writing to the Superintendent of Schools within fifteen (15) days of receiving the Deputy Superintendent's decision.
7. Within fifteen (15) calendar days after receipt of the appeal, the Deputy Superintendent/Superintendent will meet with the complainant to discuss possible resolutions.
8. Within thirty (30) calendar days after receipt of the appeal, the Deputy Superintendent/Superintendent will respond in writing to the complainant with a final resolution of the appeal.

9. All complaints received by the principal/Deputy Superintendent, appeals to the Deputy Superintendent/Superintendent, and responses from these offices will be retained by the Stoughton Public Schools for a period of seven (7) years.
10. If the grievance is based on a disability, the Stoughton Public Schools will make appropriate arrangements to assure that persons with disabilities can participate in or make use of this grievance procedure on the same basis as persons who do not have disabilities. Such arrangements may include, but not be limited to, the provisions of interpreters for the deaf, providing taped cassettes for the blind, or assuring a barrier-free location for the proceedings. The principal/Deputy Superintendent will be responsible for providing such arrangements.
11. The Americans with Disabilities Act does not require the Stoughton Public Schools to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.