

Mission-Goals-Objectives

Discrimination Complaint Procedure

The Ledyard Board of Education does not knowingly condone unlawful discrimination on the basis of race, color, national origin, sex, religion, creed, marital status, sexual orientation, or mental or physical disability or any other legally recognized classification in the employment of its staff, or in the admission or access to its programs or activities. Inquiries regarding compliance may be directed to the District's Civil Rights Compliance Officer or 504 Coordinator.

The Assistant Superintendent is designated as the District's Civil Rights Compliance Officer, and the 504 Coordinator is the Director of Special Services. They may be contacted at:

Ledyard Public Schools, 4 Blonder Avenue, Ledyard, CT 06339

Telephone #: (860) 464-9255 Fax #: (860) 464-8589

Definitions

A "complaint" is a claim by an individual or group of individuals of unlawful discrimination by the Board, its employees or its agents in their performance of duties for the Board.

A complaint should include the complainant's name, the date of the complaint, the date of the alleged discrimination, the names of the individuals allegedly guilty of the discrimination, and a statement of the circumstances constituting the discrimination.

"Complainant or complainants" means the person or persons making the claim.

The term "days" shall, except when otherwise indicated, mean days on which the Board's offices are open for business.

Purpose

The purpose of this procedure is to resolve, at the lowest possible administrative level, equitable solutions to allegations of unlawful discrimination.

Proceedings conducted pursuant to this policy shall be kept as informal as may be appropriate, and confidential insofar as possible under the law and while still conducting an effective and thorough investigation.

Nothing herein contained shall be construed as limiting the right of an individual with a concern relating to discrimination from discussing the matter informally with any appropriate member of the administration in an attempt to resolve the issue.

Time Limits

Since it is important that complaints of discrimination be resolved as efficiently as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended, if appropriate by the administration based upon the circumstances.

Informal Procedure

Any individual who feels that he/she has been unlawfully discriminated against by the Board, its employees or its agents in their performance of duties for the Board, should notify an appropriate supervisor or staff member within 30 calendar days of the alleged occurrence to discuss the nature of the complaint. The supervisor or staff member shall notify the District's Civil Rights Compliance Officer or 504 Coordinator of all such claims of discrimination, unless the compliance officer is the alleged perpetrator, in which case the Superintendent of Schools shall be notified.

The supervisor or staff member shall maintain a written record which shall contain the following:

1. Full name and address of complainant.
2. Full name and position of person(s) who allegedly discriminated against the complainant.
3. A concise statement of the allegations.
4. Dates of the alleged discrimination.

A supervisor or staff member notified of a claim of discrimination shall review and explain the complaint procedures with the complainant and answer any questions. An investigation of the complaint shall begin as soon as practical, but in no case more than ten (10) days from the time the notice of the claim of discrimination was received. The nature and scope of the investigation will depend upon the allegation. Every reasonable attempt shall be made to seek a solution and to resolve the alleged discrimination at this level.

Formal Procedure

Level One – School Principal

If a complainant is not satisfied with the disposition of the problem through informal procedures, he/she may submit his/her claim as a formal complaint in writing to the school principal or his/her designee.

The principal or his/her designee shall investigate the complaint and render a decision and the reasons therefore in writing to the complainant within ten (10) days. A copy of the decision shall be provided to the District's Civil Rights Compliance Officer or 504 Coordinator. If the principal is the alleged perpetrator, level one may be skipped.

Level Two – Civil Rights Compliance Officer or 504 Coordinator

If the complainant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) days after presentation of the complaint in writing to the principal, the complainant may file a written appeal with the District's Civil Rights Compliance Officer or 504 Coordinator within five (5) days of the earlier of the principal's decision or ten (10) days after filing the complaint with the principal.

Within ten (10) days after receipt of the complaint, the District's Civil Rights Compliance Officer, or 504 Coordinator, or his/her designee shall meet with the complainant for the purpose of resolving the grievance. The Civil Rights Compliance Officer or 504 Coordinator shall within ten (10) days of the meeting render a decision and the reasons therefore in writing to the complainant.

If the Civil Rights Compliance Officer or 504 Coordinator is the alleged perpetrator, the level two appeal shall be made to the Superintendent of Schools.

Level Three – Board of Education

If the complainant is not satisfied with the disposition of the complaint at Level Two, or if no decision has been rendered within ten (10) days after the meeting with the Civil Rights Compliance Officer or 504 Coordinator, the person may appeal to the Board of Education within five (5) days of the earlier of the Civil Rights Compliance Officer's or 504 Coordinator's decision or ten (10) days after filing the complaint with the Civil Rights Compliance Officer or 504 Coordinator. The appeal shall include a copy of the complaint filed at each level, a copy of each decision rendered, and a proposed resolution. It is within the Board's discretion to determine whether to hold a meeting to hear the appeal.

General Provisions

Following the investigation of a complaint of unlawful discrimination at any level, corrective action will be taken as appropriate. Such action may include the discipline of any student involved, up to and including expulsion, and/or the discipline of any staff member involved, up to and including termination of employment.

Any person may file a complaint of unlawful discrimination by the Board, its employees or its agents in their performance of duties for the Board, with the Office for Civil Rights, Washington, D.C.

***As of October 19, 2009, the address for the U. S. Department of Education, Office for Civil Rights, is 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-3921. Telephone # (617) 289-0111
E-mail: ocr.boston@ed.gov**

Regulation approved:
Revised by Policy Cmt.
Board of Education

November 2, 1994
December 18, 2001
June 19, 2002
November 2, 2009

LEDYARD PUBLIC SCHOOLS
Ledyard, Connecticut

* Only Revision (change of
address of OCR))