

**REGULATIONS FOR DEALING WITH NON-DISCRIMINATION/EQUAL  
EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY COMPLAINTS**

**PURPOSE:**

The purpose of this regulation is to set forth the procedures which will provide for a prompt and equitable resolution of complaints arising out of School Committee Policy AC/GBA.

**REGULATION:**

The North Kingstown School Committee believes that all individuals deserve fair and equal treatment and consideration regarding their interest and involvement in the efforts and activities of the North Kingstown School Department. In the event that an individual believes that he/she has been treated in a manner that is in violation of the Committee's established Policy, the following procedures should be followed:

1. A complaint may be filed by an individual alleging action which is prohibited by this policy. All complaints shall be submitted in writing and shall be signed by the complainant.
2. All complaints under this policy will be confidentially and discreetly investigated in a manner that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.
3. The complaint shall be initiated at the lowest possible level. The initial complaint shall be filed with the building principal. The principal shall communicate his/her written decision to the complainant within ten (10) school days after receipt of the complaint.
4. If the decision of the principal is not satisfactory, the complainant may appeal said decision within ten (10) school days to the Superintendent of Schools or designee. The superintendent or designee shall set a hearing within ten (10) school days from the date of receiving the appeal. The Superintendent or designee shall render a decision within ten (10) school days of the hearing. Such decision shall be written.
5. In the event the decision of the Superintendent or designee is not satisfactory, the complainant, within seven (7) school days, may request a hearing before the school committee. The school committee shall render a decision within 45 school days of the appeal.
6. At each of the three levels, the complainant shall have the right to be present, to be heard, and to be represented by counsel of their choice.
7. All persons against whom allegations of discrimination are made shall be notified of such allegations, and the dates and procedures for the hearing of the allegations. At each of the three levels, the persons against whom such allegations have been made will be given the opportunity to be present, to be heard, and to be represented by counsel of their choice.

Remedial Action:

The Superintendent shall be responsible to recommend all disciplinary actions against any person found to have violated this policy. These actions shall not preclude the complainant from pursuing separate redress through either the federal or state governments in the event of any perceived statutory or regulatory violation.

Adoption: Unknown

Amended: 4/15/91, 1/26/00; 11/1/06