

# PROCEDURE WSD407

## WINOOSKI SCHOOL DISTRICT

### NON-DISCRIMINATION-HIRING AND FAIR EMPLOYMENT

The statement of non-discrimination applies to applications, contracts, enrollments, participation, access, treatment, employment, admissions, and any and all other possible circumstances in any of the school programs within the Winooski School District.

#### TITLE IX GRIEVANCE PROCEDURE:

##### A. Definitions:

- 1) A grievance shall be construed for the purposes of implementation and administration of Title IX federal regulations to mean any claim made by a person or persons involved with the Winooski Public Schools due to a denial of the benefits of, or are subjected to discrimination under any educational program or activity.
- 2) A grievant shall be a student(s) and/or parent(s) or employee making the claim.

##### B. Intent: Nothing contained within this grievance procedure shall be construed as limiting the right of an aggrieved person or persons to informally discuss a problem with the school administration or staff.

Should such an informal process fail to resolve the situation then a formal filing of a grievance may be made in accordance with the following procedure:

**Step 1:** The grievant shall forward a written copy of the grievance to the administrator who has immediate jurisdiction over the school unit involved. If the grievance is general in nature it shall be addressed to the Superintendent of Schools.

The recipient administrator and/or the Superintendent shall hold a hearing on the grievance within a reasonable period of time. Both parties involved may have counsel present.

Within a period of five (5) school days following the hearing the administrator involved shall render his/her decision in writing.

**Step II:** If the grievant is not satisfied with the disposition of the grievance at Step I, he/she may request a formal hearing before the Winooski Board of School Trustees at its next regular meeting. The Chair of the School Board shall conduct the hearing and both parties may have counsel present.

The Board shall render its decision in writing within ten (10) days following the hearing. This decision shall be final and binding to the extend of the jurisdictional limits and authority of the Board of School Trustees.

**Responsible Employees:** Pursuant to Section 86.8 of the rules and regulations governing the implementation of Title IX, the following employees are designated the "responsible employees":

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John F. Kennedy School:           Principal  
70 Normand St.  
Winooski, VT 05404  
655-0411

Winooski Middle/High School:   Principal  
80 Normand St.  
Winooski, VT 05404  
655-3530

Central Office:                    Superintendent  
60 Normand St.  
Winooski, VT 05404  
655-0485

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