

**PROHIBITING SEX DISCRIMINATION IN EDUCATION**

The Board of Education believes in the equality of opportunity for both sexes in education. In order to assure such equality the Board of Education requires compliance with TITLE IX of the Education Amendment of 1972 and the rules and regulations of the Department of Health, Education and Welfare relating to Title IX.

**Grievance Procedures**

In compliance with Title IX of the Education Amendment of 1972 Prohibiting Sex Discrimination in Education.

Any student or employee of the Hewlett-Woodmere Union Free School District, upon written notice, may submit a grievance for resolution in accordance with the procedure set forth herein below.

A grievance shall be defined as, and limited to a specific complaint concerning the meaning, interpretation or application of a specific provision or provisions of Title IX, Education Amendment of 1972 Prohibiting Sex Discrimination in Education. All grievances shall be in writing, shall include a concise statement of the nature of the complaint, and the position of the grieving party with respect thereto. Such grievances shall be resolved as follows:

**Step 1:** The grievance shall be presented on the appropriate form to the building principal or appropriate administrator or supervisor of the person or persons concerned therewith. Such principal, administrator or supervisor, as the case may be, shall then meet and confer with such person or persons within ten (10) school days of the receipt of the grievance. In the event the grievance is not resolved within ten (10) school days following the meeting, it may be submitted in writing to the Compliance Coordinator.

**Step 2:** Within ten (10) school days after such presentation, the Compliance Coordinator shall meet and confer with the grievant. In the event the grievance is not resolved within ten (10) school days following the meeting, it may be submitted in writing to the Superintendent of Schools.

**Step 3:** Within ten (10) school days after such presentation, the Superintendent of Schools or the Superintendent's representative shall meet and confer with the grievant. In the event the grievance is not resolved within ten (10) school days following the meeting it may be submitted in writing to the Board of Education.

## **Policy 5311**

**Step 4: Within ten** (10) school days after such presentation the Board of Education shall meet and confer with the grievant and within ten (10) school days following this meeting render a decision. One copy of the decision will be given to the grievant and one will be filed with the Compliance Coordinator. The decision rendered by the Board of Education shall be final and binding.

Records of all grievances, data collected by investigators, and final determinations must be kept on file by the Title IX Compliance Coordinator. It should be noted that nothing contained in this grievance procedure mitigates against the ability of aggrieved persons to pursue other means of resolving grievances (i.e., courts, Civil Liberties Union, Human Rights Commission, Office of Civil Rights, etc.)

**Policy**  
**Ad opted**  
**7/6/76**

**Blue Book Policy**

**FORMAL GRIEVANCE FORM**

**Charge of Discrimination Under Title IX**

NAME: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

STATUS IN SCHOOL DISTRICT OR COMMUNITY: \_\_\_\_\_

Explain the act or acts of discrimination complained about. Be specific as to persons and dates. (Use additional paper if necessary) Please indicate (if appropriate) how others were treated differently.

If you have discussed the charge of discrimination with any other person or body in the district, please indicate with whom and outcome.

I have \_\_\_\_\_ have not \_\_\_\_\_ taken any action outside the district.

If so, with what agency?

Disposition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that I have read the above and it is true to the best of my knowledge, information, and belief.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Policy  
Adopted  
7/6/76**