

**MEDWAY SCHOOL BOARD POLICY  
NONDISCRIMINATION/EQUAL OPPORTUNITY  
AND AFFIRMATIVE ACTION GRIEVANCE PROCEDURE**

**NEPN/NSBA CODE: AC-R**

**A. Informal**

1. grievance with the affirmative action coordinator.
2. If the grievance is not resolved within five working days, the student or employee may file a written grievance with the principal or appropriate supervisor and the affirmative action coordinator.

**B. Formal**

1. If the grievance is not resolved within five working days, the student or employee may file a written grievance with the principal or appropriate supervisor. Forms are available from the affirmative action officer.
2. If the written grievance is not resolved within five working days and the student or employee wishes to continue the grievance procedure, the affirmative action coordinator will bring said grievance to the attention of the superintendent of schools.
3. The superintendent will, within ten working days after receiving a written grievance, review the situation in consultation with the affirmative action coordinator and the grievant together and inform the grievant in writing of his/her decision.
4. If the written grievance is not resolved to the grievant's satisfaction, the grievant may submit a written grievance to the school board. The school board will then, at their next meeting, hold a private discussion of the grievance. The board will notify the grievant of her/his right to be at the meeting and that the grievant is entitled to representation by counsel and to speak at the meeting if he/she wishes. The board will notify the grievant in writing of its decision within five working days.

C. A student may, at any time, file a grievance with the Director of the United States Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

D. An employee may, at any time, file a grievance with the Maine Human Rights Commission.

Adopted Date 12/16/93

Revised: 11/6/12

**AFFIRMATIVE ACTION**

**Formal Grievance**

Name of Grievant \_\_\_\_\_

Statement of Grievance: \_\_\_\_\_  
\_\_\_\_\_

Relief Sought: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Date grievance submitted: \_\_\_\_\_ Step 1 \_\_\_\_\_ Submitted  
to \_\_\_\_\_

Date grievance submitted: \_\_\_\_\_ Step 2 \_\_\_\_\_ Submitted  
to \_\_\_\_\_

Date answered in: \_\_\_\_\_ Step 3 \_\_\_\_\_ Submitted  
to \_\_\_\_\_

Date grievance submitted: \_\_\_\_\_ Step 4 \_\_\_\_\_ Submitted  
to \_\_\_\_\_

Date resolved or dropped: \_\_\_\_\_

Original to Administrator  
Duplicate to Affirmative Action Officer  
Duplicate to Grievant

## **APPENDIX**

### **Goals**

1. Medway School Board will attempt to make all students, employees, and citizens aware of the Title IX/Affirmative Action/504 guidelines and regulations.
2. Medway School Board will attempt to achieve a balance in its administrative staff.
3. Where an imbalance exists in any area, the school union will try to correct it and insure that it is not caused by discrimination.
4. Support services such as cheerleading and band should be available for all sports when appropriate.
5. Medway School Board will continue to provide facilities for the handicapped.
6. Medway School Board will provide equal bathroom facilities for both sexes in all buildings.
7. Medway School Board will continue to provide equal opportunity for enrollment in all courses offered in adult education.
8. The administrators and staff will encourage participation by the minority sex in traditionally single sex courses.