



A Series

AC-R

NONDISCRIMINATION: GRIEVANCE PROCEDURES

Inquiries or complaints regarding compliance with Title IX may be directed to the office of the Principal of the North Country Charter Academy. Grievances will be processed as follows:

GRIEVANCE PROCEDURE

1. Any complaint from or on behalf of any person employed or served by the North Country Charter Academy shall be submitted in writing, using the form provided, to the office of the Principal, hereafter referred to as "the designated employee."
2. The immediately responsible person will investigate the complaint and report his/her findings and recommended remediation in writing to the grievant within ten (10) school days. A copy of the report shall be sent to the designated employee who will maintain a file on all grievances.
3. If the grievance has not been remedied to the satisfaction of the grievant, he/ she may then submit the complaint, with all previous communications attached, to the following parties, in the order given. Each party will have the time indicated in which to investigate and report its findings and recommended remediation.
 - a. Chairman of the Board of Trustees (10 school days)
 - b. Board of Trustees (20 school days)
4. If all else fails, the grievant may appeal to the Federal Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

Note: All reports submitted throughout the grievance procedure must be made out in duplicate, with all previous correspondence attached, one copy going to the grievant and one to the designated employee who shall maintain a file on all grievances. Blank grievance forms will be available in the Principal's office.

CROSS REF: AC NON-DISCRIMINATION

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