

## BOARD COMMITMENT TO NON-DISCRIMINATION

Originated with Administrative Advisory Committee  
Proposed to Executive Committee: 4/11/02  
Approved at Full Board First Reading: 4/25/02  
Adopted at Full Board Second Reading:

6/27/02

### Policy

The Thetford Academy Board of Trustees and the Administration of Thetford Academy will not unlawfully discriminate against any person or group on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status.

### Notice of Non-Discrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Thetford Academy are hereby notified that this Board of Trustees and Administration does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status in admission or access to, or treatment or employment in, its programs and activities. In the selection and appointment procedure (Code D1) the use of seniority or years of experience as a selection criterion is permissible and does not constitute age discrimination.

A person has been designated by the Thetford Academy Board of Trustees to coordinate the Board and Administration's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, and other non-discrimination laws or regulations. The designated coordinator is identified in the procedure accompanying this policy along with information on how that person may be contacted.

Any person having inquiries concerning Thetford Academy's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact the non-discrimination coordinator described above.

**Grievance Procedure** In the absence of a controlling grievance procedure outlined in a collective bargaining agreement the procedure accompanying this policy will be in effect.

Legal Reference(s): 9 V.S.A. §4502 (Public accommodations)  
21 V.S.A. §§495 et seq. (Employment practices)  
21 V.S.A. §1726 (Unfair labor practices)  
20 U.S.C. §§1400 et seq. (IDEA)  
20 U.S.C. §§1681 et seq. (Title IX, Education Amendments of 1972))

- 29 U.S.C. §206(d) (Equal Pay Act of 1963)
- 29 U.S.C. §§621 et seq. (Age Discrimination in Employment Act)
- 29 U.S.C. §794 (Section 504, Rehabilitation Act of 1973)
- 42 U.S.C. §§2000d et seq. (Title VI of the Civil Rights Act of 1964)
- 42 U.S.C. §§12101 et seq. (Americans with Disabilities Act of 1990)

Cross Reference: Personnel: Recruitment, Selection, Appointment and Criminal Records Checks (D1)

**CODE C6-R**

## **PROCEDURES FOR HANDLING COMPLAINTS OF DISCRIMINATION**

The non-discrimination coordinator for Thetford Academy is the Head of School or person designated by the Head.

(Where located) Thetford Academy  
(Phone Number) 802-785-4805

### **Definitions**

1. A **grievance** is a claim made by a student, teacher or employee of Thetford Academy or member of the public that he or she has been subjected to discrimination because of specific actions of the Board of Trustees or Thetford Academy employees.
2. A **grievant** shall be a student(s) and /or parent(s) employee, or applicant making the claim.

### **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:

### **Procedures** (all days are calendar days)

1. Within 15 days of an alleged violation of this policy, the aggrieved shall submit in writing to the Head of School or designee the nature of the grievance and the remedy sought. The Head of School should arrange for a meeting within 15 days of receipt of the grievance. The Head of School shall provide a written answer on the grievance within 5 days of the meeting.
2. If the grievance is not resolved at Step I, then the aggrieved may, within 10 days of the denial, request in writing that the Board of Trustees or a committee designated by the Board of Trustees hear the grievance. The chair of the Board of Trustees or designee shall schedule a meeting before the Board or a committee of the Board within 15 days of receipt of the request. Such a meeting will be in a public or in an executive session

depending upon the circumstances. The Board or its committee shall provide a written answer on the grievance within 5 days of the Board's or its committee's next regularly scheduled meeting. The decision of the Board or its committee shall be final and binding to the extent of the jurisdictional limits and authority of the Board of Trustees.

based on Vermont School Boards Association Model Policy Manual 2001--Policy C.6 & C.6R