

**STUDENT COMPLAINTS AND GRIEVANCES**

**Informal**

- A. When a student feels there has been discrimination, he/she may discuss the grievance with the Affirmative Action Coordinator.**
- B. If the grievance is not resolved within five (5) working days, the student may discuss the grievance with the principal or appropriate supervisor and the Affirmative Action Coordinator.**

**Formal**

- A. If the grievance is not resolved with five (5) working days, the student may file a written grievance with the principal or appropriate supervisor. Forms are available from the Affirmative Action Coordinator.**
- B. If the written grievance is not resolved within five (5) working days and the student wishes to continue the grievance procedure, the Affirmative Action Coordinator will bring said grievance to the attention of the Superintendent of Schools.**
- C. 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.**
- D. If the written grievance is not resolved to the grievant's satisfaction, the grievant may submit a written grievance to the Board of Directors. The Board of Directors will then add to the agenda of their next meeting the discussion of the grievance. The Board will then notify the grievant of his/her 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 (5) working days. All grievance hearings will be conducted in executive session.**

**A student may, at any time, file a grievance with the Director, Office of Civil Rights/ED, 8<sup>th</sup> Floor , 5 Post Office Square, Boston, MA, 02109-3921.**

**Cross Reference: AC - Nondiscrimination/Equal Opportunity**

**Revised: 1987**  
**Reviewed: February 1995**  
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**MSAD No. 9**