

Personnel -- Certified/Non-Certified

Nondiscrimination: Recruitment and Selection/Programs

Procedure for Processing Complaints of Alleged Discrimination

The Waterford Board of Education prohibits discrimination on the basis of race, color, national origin, religion, creed, sex, disability, marital status, or age, and, in the case of employment, sexual orientation, in admission to, access to, treatment in, or employment in its programs and activities.

Any student or employee of the Board of Education may file a complaint of unlawful discrimination. All formal complaints shall be addressed in writing to the designated compliance officer. The complaint shall state the name of the complainant, the nature of the alleged discrimination and, where appropriate, the date of the conduct complained of, and the name(s) of the individual(s) responsible for the alleged violation. A complainant requiring assistance in preparing a written complaint may request assistance from the compliance officer.

The Assistant Superintendent of Schools is designated as compliance officer with regard to the processing of complaints alleging unlawful discrimination. The compliance officer, or his/her designee, will, at least annually, notify all students, parents, and employees of the name, address, and phone number of the compliance officer and the procedure for processing complaints.

All complaints of unlawful discrimination shall be filed within sixty (60) days from the alleged violation. The compliance officer or his/her designee shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. Upon completion of an investigation but no later than thirty (30) days after meeting with the complainant, the compliance officer shall render a written decision to the complainant as to the disposition of the complaint. This timeline may be extended at the discretion of the compliance officer if necessary to ensure a thorough investigation and appropriate resolution of the complaint.

Legal Reference: Connecticut General Statutes

10-153 Discrimination on account of marital status.

46a-60 Discriminatory employment practices prohibited.

461-81c Sexual orientation discrimination: employment.

47 U.S.C. §20000e (Title VII of the Civil Rights of 1964)
Title VII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity

Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act, 42 U.S.C. & 1201 *et seq.*

Regulation issued: October 7, 2004

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut