

8420 GRIEVANCE PROCEDURE FOR ADDRESSING STUDENT/PARENT AND EMPLOYEE COMPLAINTS ALLEGING DISCRIMINATION OR HARASSMENT ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, SEXUAL ORIENTATION, DISABILITY, OR AGE

Any student or employee (grievant) who believes that the Nashua School District has discriminated against or harassed her/him because of her/his race, color, national origin, religion, sex, sexual orientation, disability, or age in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the appropriate Building Principal, whose name, address, and telephone number appears below. If the Building Principal is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the Associate Superintendent, Nashua School District, 141 Ledge Street, Nashua, New Hampshire 03060, telephone (603) 966-1000.

Patricia Snow, Principal
Amherst Street Elementary School
71 Amherst Street
Nashua, New Hampshire 03064
(603) 594-4385

Kyle Langille, Principal
Bicentennial Elementary School
296 East Dunstable Road
Nashua, New Hampshire 03062
(603) 594-4382

Mark Lucas, Principal
Birch Hill Elementary School
17 Birch Hill Drive
Nashua, New Hampshire 03063
(603) 594-4340

Christine Breen, Principal
Broad Street Elementary School
390 Broad Street
Nashua, New Hampshire 03063
(603) 594-4404

Thaiadora Katsos, Principal
Charlotte Avenue Elementary School
48 Charlotte Avenue
Nashua, New Hampshire 03064
(603) 594-4334

Jane Quigley, Principal
Dr. Norman Crisp Elementary School
50 Arlington Street
Nashua, New Hampshire 03060
(603) 594-4390

Charles Healey, Principal
Fairgrounds Elementary School
37 Blanchard Street
Nashua, New Hampshire 03060
(603) 594-4318

Janet Valeri, Principal
Ledge Street Elementary School
139 Ledge Street
Nashua, New Hampshire 03060
(603) 594-4337

Christopher Gosselin, Principal
Main Dunstable Elementary School
20 Whitford Road
Nashua, New Hampshire 03062
(603) 594-4400

Mary Frances Tintle, Principal
Mount Pleasant Elementary School
10 Manchester Street
Nashua, New Hampshire 03064
(603) 594-4331

Jay Harding, Interim Principal
New Searles Elementary School
39 Shady Lane
Nashua, New Hampshire 03062
(603) 594-4409

Philip Schappler, Principal
Sunset Heights Elementary School
15 Osgood Road
Nashua, New Hampshire 03060
(603) 594-4387

David Ryan, Principal
Nashua High School North
10 Chuck Druding Drive
Nashua, New Hampshire 03063
(603) 589-6400

Jennifer Seusing, Principal
Nashua High School South
36 Riverside Drive
Nashua, New Hampshire 03062
(603) 589-4311

John Nelson, Principal
Fairgrounds Middle School
27 Cleveland Street
Nashua, New Hampshire 03060
(603) 594-4393

Paul Asbell, Principal
Pennichuck Middle School
207 Manchester Street
Nashua, New Hampshire 03060
(603) 594-4308

Colette Valade Principal
Elm Street Middle School
117 Elm Street
Nashua, NH 03060
(603) 594-4322

Patricia Place, Director
The Phoenix Program
440 Amherst Street
Nashua, New Hampshire 03063
(603) 594-4326

A parent or other person who wishes to request an impartial due process hearing concerning an educational placement or decision under Section 504 of the Rehabilitation Act of 1973 may contact the Director of Student Services, Nashua School District, 141 Ledge Street, Nashua, New Hampshire 03060, telephone (603) 966-1000. Within 5 school days of receiving the request, the District Discrimination Complaint Manager will arrange for an impartial due process hearing, as prescribed by policy 8410.

The complaint must be filed within 30 school days of the alleged discrimination. The complaint must be in writing. The Building Principal/alternate or any person of the grievant's choosing may assist the grievant with filing the complaint.

The written complaint must include the following information:

1. The name and school (or address and telephone number if not a student or employee) of the grievant.
2. The name (and address and telephone number if not a student or employee) of the grievant's representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses).
7. A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

Within 5 school days of receiving the complaint, the Building Principal/alternate will provide a copy of the complaint to the respondent(s). Within 5 school days of receiving a copy of the complaint, the respondent(s) may respond, in writing, to the Building Principal/alternate.

Within 10 school days of receiving the complaint, the Building Principal/alternate will interview all witnesses identified by the grievant and the respondent(s) and gather other information, if any, related to the complaint.

Within 15 school days of receiving the complaint, the Building Principal/alternate will meet with the grievant and/or her/his representative to review the information gathered and to propose a resolution. Within 5 school days of the meeting with the grievant and/or representative, the Building Principal/alternate will provide written disposition of the complaint to the grievant and/or representative, to the respondent(s), and to the Superintendent.

If the grievant/representative is not satisfied with the Building Principal's/alternate's disposition of the complaint, the grievant/representative may appeal in writing to the Superintendent of Schools, Nashua School District, 141 Ledge Street, Nashua, New Hampshire 03060, within 5 school days of receiving the Building Principal's/alternate's disposition. At a minimum, the written appeal will (a) state that it is an appeal of the Building Principal's/alternate's disposition of the complaint and (b) identify the desired resolution.

Within 5 school days of receiving the appeal, the Superintendent will issue a written response on the appeal to the grievant/representative, to the respondent(s), and to the Nashua Board of Education. The written response will include the name and address of the chairperson of the Nashua Board of Education.

If the grievant/representative is not satisfied with the Superintendent's response to the appeal, the grievant/representative may appeal in writing to the Nashua Board of Education. At a minimum, the written appeal will (a) state that it is an appeal of the Superintendent's disposition of the first level of appeal, (b) identify the desired resolution, and (c) state if the grievant/representative wants the Nashua Board of Education to conduct a hearing. If the grievant/representative requests a hearing, the appeal also will state if a public hearing or a closed/confidential hearing is desired.

If the grievant/representative does not request a hearing, the Nashua Board of Education will issue a written response on the second level appeal to the grievant/representative and to the Superintendent within 21 calendar days of receiving the appeal. If the grievant/representative requests a hearing, the Nashua Board of Education will conduct such hearing and issue a written response within 21 calendar days of receiving the appeal, unless an extension is agreed to in writing by both parties. There is no further level of appeal within the Nashua School District.

If the Nashua Board of Education holds a hearing, all parties will have the right to representation, to present witnesses, and to conduct examinations. At its discretion, the Nashua Board of Education may join the second-level appeal with any other proceeding arising out of a common body of facts.

Generally, a grievant may file a complaint alleging discrimination or harassment on the basis of race, color, national origin, sex, disability, or age (but not religion) with the U.S. Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, Massachusetts 02110-1491, telephone (617) 289-0111:

1. within 180 calendar days of alleged discrimination or harassment, or
2. within 60 calendar days of receiving notice of the Nashua School District's/Nashua Board of Education's final disposition on a complaint filed through the Nashua School District/Nashua Board of Education, or
3. within 60 calendar days of receiving a final decision by the New Hampshire Department of Education, Special Education Bureau, or
4. instead of filing a complaint with the Nashua School District.

All the time lines specified above will be implemented, unless the nature of the investigation or exigent circumstances prevent such implementation. In such instances, the matter will be completed as quickly as practicable. If the time lines specified above are not met, the reason(s) for not meeting them must be clearly documented.

Related Policies:

1230 Complaints

1231 Interview Intake Form

Bd Approved 03/30/98; Bd Approved 08/17/98

R/Bd Approved 03/25/02

R/Bd Approved 9/13/04

R/10/09/08