

Non-Discrimination Policy

Noah Webster Basic School does not discriminate on the basis of race, color, national, origin, sex, age or disability in employment, treatment, admission or access to educational programs and activities. Inquiries concerning perceived discrimination may be referred to the School's HR Director/Complaint Coordinator, Vicki Dry, located at 7301 E. Baseline Rd, Bldg 100, Room 103, Mesa, AZ 85209, or your immediate supervisor if you are an employee. You may also contact the HR Director by phone at 480-986-2335 x 103.

Grievance Procedure

Students, parents of student and employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

- **Level One – Immediate Supervisor (Informal and Optional – may be bypassed by the grievant) –** Employees with a grievance of discrimination on the basis of sex, race, national origin or disability concerning student activities may first discuss it with their Immediate Supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability concerning student activities may discuss it with the teacher, counselor or building administrator involved.
- **Level Two –** If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a complaint with the HR Director/Complaint Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal complaint at level two must be within twenty (20) working days from the date of the event giving rise to the grievance or from the date grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the HR Director/Complaint Coordinator who shall investigate the complaint and attempt to resolve it. A written report regarding the action taken will be sent within fifteen (15) working days after receipt of the complaint.
- **Level Three –Director –** If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Director within ten (10) working days after the grievant received the report from the HR Director/Complaint Coordinator. The grievant may request a meeting with the School's Director. Director has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Director within the (10) working day after receiving the written appeal.
- **Level Four – Board of Directors –** If the complaint is not resolved at level three, the grievant may proceed to level four by presenting a written appeal to the Chairman of the Board of Directors within ten (10) working days after the grievant received the report from the Director. The grievant may request a meeting with the Board of Directors to discuss the appeal. A decision will be

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rendered by the Board of Directors at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Director's meeting regarding the action that will be taken.

This procedure in no way denies the right of the grievant to file formal complaints with the Office for Civil Rights, or other agencies available for mediation or rectification of grievances, or to seek private counsel for complaints alleging discrimination. For all other harassment of discriminatory complaints, follow board policies. These policies can be found in both the Employee Handbook and Parent Handbook.

School's Contact Information:

HR Director – Vicki Dry (480)986-2335 #103 /

Vdry@noahwebster.org

Director – Kelly Wade (480) 986-2335 #105 /

kwade@noahwebster.org

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