

DISCRIMINATION GRIEVANCE REGULATION**Informal Regulation**

- A. Any student or parent/guardian who feels that he/she has been discriminated against in violation of Policy 5004 shall contact the designated Compliance Coordinator within 30 days of the alleged occurrence to discuss the nature of the complaint. The Compliance Coordinator shall maintain a written record which shall contain the following:
1. Full name and address of the complainant
 2. Full name and position of the person(s) who allegedly discriminated against the complainant.
 3. A concise statement of the facts constituting the alleged discrimination.
 4. Dates of the alleged discrimination.
- B. At the time the alleged discrimination complaint is filed, the Compliance Coordinator shall review and explore grievance procedures with the complainant and answer any questions. The Compliance Coordinator shall begin investigating the complaint as soon as practical, but in no case, more than ten (10) working days from the time the complaint was received. Within this time limit the Compliance Coordinator shall meet informally with the complainant and the individual(s) against whom the complaint was lodged, shall provide confidential counseling where advisable and shall seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level.
- C. If the complainant is not satisfied with the initial informal regulation, he/she may initiate the formal procedure within twenty (20) working days from the date of the original discussion with the Compliance Coordinator.

Formal Procedure**A. Level One - Program Coordinator/Director**

1. The complainant shall file a written formal grievance with the program coordinator/director specifying the alleged discrimination.
2. Within five (5) working days after the receipt of this formal grievance, the program coordinator/director will hold a meeting with the complainant.
3. The program coordinator/director shall, within four (4) working days after the hearing, render a decision and reasons in writing to the complainant.

B. Level Two - Executive Director

1. If the complainant is not satisfied with the disposition of the grievance at Level One, within five (5) working days after receipt of the decision, he/she may file the grievance with the Executive Director.
2. The Executive Director shall, within five (5) working days after the receipt of the grievance, meet with the complainant.

3. The Executive Director shall, within five (5) working days after such a meeting render a decision and the reasons in writing to the complainant.

C. Level Three – LEARN

1. If the complainant is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within five (5) working days after the receipt of the decision file the grievance with the LEARN Board of Directors.
2. The LEARN Board of Directors or a committee thereof shall, within ten (10) working days after the receipt of the grievance, meet with the complainant for the purpose of resolving the grievance.
3. The LEARN Board of Directors or a committee thereof shall, within five (5) working days after such meeting, render its decision and the reasons in writing to the complainant.

Any person may also file a complaint of illegal discrimination with the Office for Civil Rights, Washington, D.C., at the same time he/she files the grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office for Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.

Compliance Coordinator

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