

PORTLAND PUBLIC SCHOOLS

33 East Main Street, Portland, Connecticut 06480
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Charles D. Britton, Ed.D.
Superintendent of Schools

August, 2025

Annual notice of grievance procedure for cases of alleged discrimination

Compliance officer: Sara McLaughlin
Director of Student Services
Portland Board of Education
33 East Main Street
Portland, CT 06480
Telephone: (860) 342-2778

GRIEVANCE PROCEDURE FOR CASES OF ALLEGED DISCRIMINATION

The Portland Board of Education agrees to comply with all state and federal legislation regarding non-discrimination in education programs and activities. The Board designates the Director of Student Services as compliance officer for both Title IX of the Education Amendments of 1972 and Section 504 of the United States Rehabilitation Act. The board shall, 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 grievances.

All complaints shall be addressed in writing to the Board's designated compliance officer, and s/he shall be responsible for investigating all complaints. Upon investigation the compliance officer shall effectuate any changes deemed necessary to eliminate any discriminatory practices and shall inform the complainant in writing of his/her actions within thirty days of the receipt of such complaint.

If the complainant is not satisfied with the actions of the compliance officer, within fifteen (15) days the complainant may appeal the actions of the compliance officer in writing to the Superintendent of Schools.

The Superintendent must respond in writing within fifteen (15) days. If the complainant is not satisfied with the Superintendent's response, an appeal in writing may be made to the local board of education within ten (10) days. The Board of Education shall hear the complaint at the next regular meeting or within thirty (30) calendar days. The Board of Education shall render a decision on such appeal in writing within twenty (20) days of the conclusion of such hearing.

It is the policy of the Portland Public Schools to provide equal opportunity for all students to achieve their maximum potential through the programs offered in all Portland schools regardless of race, color, age, creed, religion, sexual orientation, gender identity or expression, ancestry, national origin or disability.