

## **HCCPS Non-Discrimination, Harassment, and Civil Rights Grievance Procedure**

Hilltown Cooperative Charter Public School (HCCPS) is committed to maintaining a school environment free from discrimination, harassment, and retaliation based on race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or any other protected status. This commitment extends to all students, families, employees, and visitors.

### **How to File a Complaint**

If you believe that you or your child has experienced discrimination or harassment, or if you have witnessed such behavior, you may file a complaint in one of the following ways:

1. Informal Complaint:

- Concerns may be reported to any school staff member, who will then promptly notify the Director of Teaching and Learning, who acts as the Civil Rights Coordinator for the school.
- Informal complaints are handled with discretion and sensitivity, and individuals may choose to keep the matter informal or proceed with a formal complaint at any time.

2. Formal Complaint:

- A formal complaint can be filed with the Director of Teaching and Learning/Civil Rights Coordinator. This can be done in writing, and should include:
  - Names of the persons involved
  - Description of the conduct
  - Date(s) and location(s) of the incident(s)
- Upon receipt of a formal complaint, HCCPS will initiate an investigation consistent with our Civil Rights Grievance Procedure (see below for link). This includes timely and equitable resolution, with findings communicated to all parties involved.
- Rebecca Belcher-Timme, Director of Teaching and Learning and Civil Rights Coordinator
  - Phone: 413-529-7178 ext. 103
  - Email: [rbelcher-timme@hilltowncharter.org](mailto:rbelcher-timme@hilltowncharter.org)

## **Policy References and Full Procedures**

For a detailed explanation of the procedures for addressing discrimination, harassment, and retaliation, please refer to:

- [HCCPS Civil Rights Procedures for Non-Title IX Claims \(2023\)](#)
- [Board of Trustees Non-Discrimination and Harassment Policy \(2023\)](#)

Both documents are available on the HCCPS website and by request. These policies outline the rights of students, families, and staff, the investigation process, and the protections in place to prevent retaliation.