

## CIVIL RIGHTS COMPLIANCE

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, **this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.**

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

**To file a program discrimination complaint**, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Discrimination Complaint Form](#) , from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. Fax:

(833) 256-1665 or (202) 690-7442; or

3. Email:

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

*See **Roxbury Prep Civil Rights Statement and Complaint and Grievance Policy and Procedure** below.*



## Roxbury Prep Civil Rights Statement and Complaint and Grievance Policy and Procedure

*(Policy excerpted from the Student and Family Handbook, pages 63-74)*

Title VI of the Civil Rights Act of 1964, prohibits discrimination based on race, color, or national origin in programs or activities that receive federal financial assistance.

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000 (d) also provides for equal access of educational opportunity, and a prohibition of discrimination in access based on race, color, religion, sex and national origin

Ms. Kim Kinsman, RSO, coordinates Roxbury Prep's compliance under Title VI of the Civil Rights Act of 1964. Ms. Kinsman can be contacted at:

**Ms. Kim Kinsman**  
**[kim.kinsman@uncommonschoools.org](mailto:kim.kinsman@uncommonschoools.org)**

Copies of Roxbury Prep's Grievance Procedures can be found at the main offices within each school campus and on the [Roxbury Prep website Family Resources page](#).

Those parties wishing to file a grievance under Title VI related equal educational opportunity access, will follow the grievance process for Title IX, Section 504 and Title below.

### **GRIEVANCE PROCEDURE – HARRASSMENT AND DISCRIMINATION**

#### *I. Where to File a Complaint.*

Any student or employee who believes that Roxbury Prep has discriminated against or harassed her/him because of her/his race, color, religion, national origin, age, gender, sexual orientation, gender identity, homelessness, disability, or any other protected status under state or federal law in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the School Leader at any campus. If the School Leader is the person who is alleged to have caused discrimination or harassment, the complaint may be filed with the RSO. These individuals are listed below and are hereinafter referred to as "Grievance Administrators."

School Leaders  
Roxbury Prep Mission Hill Campus  
120 Fisher Avenue  
Roxbury, MA 02120

School Leaders  
Roxbury Prep Dorchester Campus  
206 Magnolia Street  
Dorchester, MA 02121

School Leaders  
Roxbury Prep High School Lower Campus  
1286 Hyde Park Avenue  
Hyde Park, MA 02136

School Leaders  
Roxbury Prep High School Upper Campus  
2179 Washington Street  
Roxbury, MA 02119

RSO  
Roxbury Preparatory Charter School  
120 Fisher Avenue  
Roxbury, MA 02120  
[kim.kinsman@uncommonschoools.org](mailto:kim.kinsman@uncommonschoools.org)

*Complaints of harassment by peers:* In the event the complaint consists of a student's allegation that another student is harassing him/her based upon the above-referenced classifications, the student may, in the alternative, file the complaint with the complaint manager (hereinafter referred to as "Building Complaint Manager"), the Dean of Students.

*Complaints of discrimination based upon disability:* A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of a person, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act, must use the procedure outlined in the Massachusetts Department of Education's *Parents' Rights Brochure* rather than this Grievance Procedure.

A copy of the brochure is available from the following individuals:

School Leaders  
Roxbury Prep Mission Hill Campus  
120 Fisher Avenue  
Roxbury, MA 02120

School Leaders  
Roxbury Prep Dorchester Campus  
206 Magnolia Street  
Dorchester, MA 02121

School Leaders  
Roxbury Prep High School Lower Campus  
1286 Hyde Park Avenue  
Hyde Park, MA 02136

School Leaders  
Roxbury Prep High School Upper Campus  
2179 Washington Street  
Roxbury, MA 02119

RSO  
Roxbury Preparatory Charter School  
120 Fisher Avenue  
Roxbury, MA 02120  
kim.kinsman@uncommonschoools.org

A person with a complaint involving discrimination on the basis of a disability other than that described above may either use this Grievance Procedure or file the complaint with the U.S. Department of Education at the address provided at the end of this Grievance Procedure.

*II. Contents of Complaints and Timelines for Filing.*

Complaints under this Grievance Procedure must be filed within 30 school days of the alleged discrimination. The complaint must be in writing. The Grievance Administrator 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 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), as can be reasonably determined.
7. A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

*III. Investigation and Resolution of the Complaint.*

Respondents will be informed of the charges as soon as the Grievance Administrator deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The Grievance Administrator will interview witnesses whom s/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and gathering of information will be completed within fifteen (15) school days of receiving the complaint.

Within twenty (20) school days of receiving the complaint, the Grievance Administrator will meet with the Grievant and/or her/his representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the grievant and/or representative, the Grievance Administrator will provide a written disposition of the complaint to the grievant and/or representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by Roxbury Prep involves disciplinary action against an employee or a student, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to “stay away” from the complainant, as might occur as a result of a complaint of harassment).

Any disciplinary action imposed upon an employee or student is subject to applicable procedural requirements.

All the timelines specified above will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation, in which case, the matter will be completed as quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific timeline for notice and/or investigation of a complaint, such timelines will be followed.

Confidentiality of grievant/respondents and witnesses will be maintained, to an extent consistent with Roxbury Prep’s obligations relating to investigation of complaints and the due process rights of individuals affected.

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

#### *IV. Appeals*

If the grievant is not satisfied with a disposition by a Grievance Administrator, the grievant may appeal the disposition to the Board of Trustees, as follows:

Chairperson, Board of Trustees  
Roxbury Preparatory Charter School  
120 Fisher Avenue,  
Roxbury, MA 02120

The Board of Trustees will issue a written response on the appeal to the grievant within ten (10) school days of receiving the appeal.

Generally, a grievant may file a complaint with the U.S. Department of Education, Office for Civil Rights, JW McCormack POCH, Boston, Massachusetts 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695 as follows:



within 180 calendar days of alleged discrimination or harassment, or within 60 calendar days of receiving notice of Roxbury Prep's final disposition on a complaint filed through Roxbury Prep, or within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or instead of filing a complaint with Roxbury Prep.

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*Last Updated: 3/31/25*