

The School District does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, creed, religion, marital status, sex, age, sexual orientation, disability or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et. seq. known as the Americans With Disabilities Act or § 504 of the Rehabilitation Act of 1973 and New York State Human Rights Law.

### **Grievance Procedure**

#### **Section 1**

If any person believes that the School District or any of the District's staff has failed to apply or has inadequately applied the principles or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, or (3) § 504 of the Rehabilitation Act of 1973, that person may bring forward a complaint, which shall be referred to as a grievance, to the District's compliance officer.

#### **Section 2**

##### **Step (a):**

The complainant shall discuss the grievance informally with the compliance officer, or may file a written complaint with the compliance officer. The compliance officer will then investigate the substance of the complaint in a thorough and impartial manner. The compliance officer will reply to the complainant in writing within seven days of the initiation of the complaint.

##### **Step (b):**

If the complainant wishes to appeal the decision of the compliance officer, the complainant may submit a signed statement of appeal to the Superintendent within seven days after receipt of the compliance officer's response. The Superintendent shall meet with the complainant and any representative and make such other inquiries which the Superintendent deems appropriate. Thereafter, the Superintendent shall set forth a conclusion and respond in writing to the complainant within 14 days.

##### **Step (c):**

If the complainant is not satisfied with the conclusion of the Superintendent, the complainant may appeal through a signed, written statement to the Board of Education within seven days of receipt of the Superintendent's response in Step (b). In an attempt to resolve the grievance, the Board of Education shall meet with the complainant and any representative within 30 days of receipt of such an appeal. The Board's written disposition of the appeal shall be sent to the complainant within ten days of this meeting.

##### **Step (d):**

If the grievance has not been satisfactorily settled at Step (c), further appeal may be made to the Office of Civil Rights, Department of Education, Washington, D.C. 20201.

### **Section 3**

The compliance officer, on request, will provide a copy of the District's grievance procedure to any employee or student of the District.

A copy of each of the Acts and Regulations upon which this notice is based will be made available upon written request directed to the District's compliance officer.

When used in this policy, *days* shall mean calendar days. The words *person* and *complainant* shall include an employee as well as a student of the District.

Inquires concerning the nondiscriminatory policy may be made to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

### **Publication**

The School District shall promulgate this policy and sexual harassment policy as follows:

- A copy of this policy and the sexual harassment policy will be sent electronically or in paper form to each employee every school year. Employees hired during the school year, will receive these policies during the hiring process.
- These policies shall be published as part of the District's student and faculty handbooks.
- These policies shall be published annually by the District.

Annual publications shall contain the name, business address and telephone number of the District's compliance officer.

### **Employment Application**

Each employment application of the School District shall contain the following language:

- The School District does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, creed, religion, marital status, sex, age, sexual orientation, disability or predisposing genetic characteristic in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, or § 504 of the Rehabilitation Act of 1973 and the New York State Human Rights Law.

Date of Board Adoption: April 19, 2010

Johnson City Central School District, Johnson City, New York