

REGULATION

Churchville-Chili Central School District

2012 3231R
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Community Relations

SUBJECT: NON-DISCRIMINATION GRIEVANCE / COMPLAINT PROCEDURES

Any employee or student (parent/guardian) suspecting discrimination, harassment, and/or retaliation on the basis of sex, sexual orientation, age, marital status, military status, veteran status, political affiliation, race, color, creed, religion, national origin, citizenship, ancestry, predisposing genetic characteristic, domestic violence victim status, disability, or any other status protected by law may file a grievance/complaint with the Title IX Coordinator or the Section 504 Coordinator.

The Title IX Coordinator is Mr. Larry Vito, Assistant Superintendent for Human Resources, Phone No. (585) 293-1800 ex. 2320.

The Section 504 Coordinator is Dr. Bonnie Whitney, Director of Pupil Services, Phone No. (585) 293-1800 ex. 2460.

The following information should be included on the grievance/complaint, if possible:

- 1) The exact nature of the grievance – i.e., actions, policies, or practices believed to be discriminatory and any person(s) believed to be responsible.
- 2) The date, time and place of the alleged discriminatory/retaliatory action(s).
- 3) The names of witnesses or persons who have or may have knowledge about the grievance.
- 4) Any available written documentation or evidence that is or may be relevant to the grievance.
- 5) The actions that you believe should be taken to correct the alleged issue(s).

The Title IX Coordinator and /or Section 504 Coordinator shall cause a review of the grievance to be conducted (including necessary meetings and interviews) and a written response mailed to the complainant per the complainant's contract guidelines.

If it is determined that discrimination/retaliation occurred, appropriate corrective action will be taken to rectify the educational environment or workplace. Individuals may raise concerns and make complaints without fear of retaliation and/or reprisal.

If it is determined that discrimination/retaliation did not occur and the grievant disagrees with such determination, a written appeal may be submitted to the Board of Education indicating the reasons for disagreement. The Board of Education shall consider the appeal at its next regularly scheduled meeting following receipt of the appeal.

A complaint of illegal discrimination/retaliation may also be filed with the Federal Office for Civil Rights, United States Department of Education; Equal Employment Opportunity Commission; or the New York State Division of Human Rights.

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(CONT'D.)**

If you have questions about the processes/procedures for filing a grievance/complaint of discrimination, harassment, and/or retaliation, please contact the Assistant Superintendent for Human Resources or the Director of Pupil Services at the phone numbers listed above.

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