

POLICY	5020 Adopted: August 22, 2006 Revised: April 2, 2008 Revised: July 7, 2015 Student Policies
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SUBJECT: EQUAL OPPORTUNITY GRIEVANCE PROCEDURE FOR STUDENTS

The Greater Southern Tier BOCES does not discriminate on the basis of actual or perceived race, color, national origin, ethnic group, disability, sex, religion, religious practice, marital status, sexual orientation, or age, or under the Boy Scouts Act, in its programs, activities, or admission of students.

Grievance Procedure

Section 1

If a student (or his/her parent/guardian) believes that s/he has been discriminated against in violation of policy 5010, that person may bring forward a complaint, which shall be referred to as a grievance, to a teacher or administrator, who shall then report the grievance to the BOCES' civil rights compliance officer.

Section 2

Step (a):

The complainant(s) shall discuss the grievance informally with the compliance officer, or s/he may file a written complaint with the compliance officer. The compliance officer, or a neutral, experienced party, will then investigate the substance of the complaint in a thorough and impartial manner. The compliance officer will reply to the complainant and all material parties (including the staff member/student who allegedly engaged in discrimination or harassment of the complainant), in writing within fourteen (14) days of the initiation of the complaint. If additional time is needed to conduct a thorough and impartial investigation, the compliance officer will so notify the material parties (within the fourteen (14) days above), along with an expected completion date of the investigation and the reply to the complaint.

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Step (b):

If any material party wishes to appeal the decision of the compliance officer, the complainant may submit a signed statement of appeal to the District Superintendent within seven (7) days after receipt of the compliance officer’s decision. The District Superintendent, or designee, shall meet with any material party and/or their representatives within fourteen (14) days of receipt of the appeal, and make such other inquiries which the District Superintendent, or designee, deems appropriate. Thereafter, the District Superintendent, or designee, shall send his/her decision in writing to the material parties within fourteen (14) days of such meeting. The District Superintendent, or designee, will notify the material parties of the approximate date of a decision on the appeal, if there is good cause for an extension.

Step (c):

If any material party is not satisfied with the decision of the District Superintendent, s/he may appeal through a signed, written statement to the Board within seven (7) days of receipt of the District Superintendent’s decision in Step (b). The Board shall notify all material parties of any such appeal. In an attempt to resolve the grievance, the Board (or a civil rights expert(s) on behalf of the Board) shall meet with the material parties and/or their representatives within thirty (30) days of receipt of such an appeal. The Board’s written disposition of the appeal shall be sent to the complainant within fourteen (14) days of this meeting. The Board will notify the material parties of the approximate date of the meeting or a decision on the appeal, if there is good cause for an extension of the deadlines above.

Step (d):

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

Section 3

The compliance officer, on request, will provide a copy of the BOCES’ grievance procedure to any student or student’s parent/guardian of the BOCES.

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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.

Publication

The BOCES shall promulgate its nondiscrimination notice and/or this policy in the:

- BOCES' Career and Technical Education and Special Education student handbooks.
- BOCES' official newspaper.

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