

<b>POLICY</b>	<b>5470</b> <b>Adopted: August 22, 2006</b> <b>Revised: April 2, 2008</b> <b>Student Policies</b>
---------------	--

**SUBJECT: ANTI-DISCRIMINATION POLICY**

The Greater Southern Tier BOCES does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, sexual orientation, age, ethnicity, religion, race, color, national origin or disability in violation of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, 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 BOCES or any of the BOCES' 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 Amendments 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 BOCES' 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 (7) 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 District Superintendent within seven (7) days after receipt of the compliance officer's response. The District Superintendent shall meet with the complainant and any representative and make such other inquiries which the District Superintendent deems appropriate. Thereafter, the District shall set forth a conclusion and respond in writing to the complainant within fourteen (14) days.

<b>POLICY</b>	<b>5470</b> <b>Adopted: August 22, 2006</b> <b>Revised: April 2, 2008</b>  <b>Student Policies</b>
---------------	--

**Step (c):**

If the complainant is not satisfied with the conclusion of the District Superintendent, the complainant may appeal through a signed, written statement to the Board within seven (7) days of receipt of the District Superintendent’s response in Step (b). In an attempt to resolve the grievance, the Board shall meet with the complainant and any representative 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 ten (10) 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.

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

**Publication**

The BOCES shall promulgate this policy and sexual harassment policy as follows:

- A copy of this policy and the sexual harassment policy shall be inserted in the first pay envelope of each employee every school year. In relation to an employee hired during the school year, these policies shall be inserted in the first paycheck paid to the employee.

<b>POLICY</b>	<b>5470</b> <b>Adopted: August 22, 2006</b> <b>Revised: April 2, 2008</b> <b>Student Policies</b>
---------------	--

- These policies shall be published as part of the District’s student handbook.
- These policies shall be published annually in the official newspaper of the District.
- These policies shall be provided annually to the President of each bargaining unit.

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

**Employment Application**

Each employment application of the BOCES shall contain the following language:

The BOCES does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, sexual orientation, age, ethnicity, religion, race, color, national origin or handicap in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, or § 504 of the Rehabilitation Act of 1973 and New York State Human Rights Law.