***Complaint/Grievance Procedure for Title I, Title IX and Section 504***

The Board appoints the Executive Director or his/her designee to be the Compliance Officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

Complaints shall be directed to the Executive Director or his/her designee.

Responsibilities of the Executive Director or his/her designee:

1. The student, parent/guardian, or employee will file a written complaint, stating the specific facts of his/her grievance, with the Compliance Officer within fifteen (15) calendar days of the conduct alleged to be discriminatory or otherwise in violation.
2. The compliance officer shall make all reasonable efforts to resolve the matter informally during a meeting held not more than fifteen (15) calendar days after the complaint is received.
3. In the event the complaint cannot be resolved informally, the Compliance Officer will investigate the matter and will provide a written copy of his/her findings and determination to both parties within fifteen (15) calendar days of Step 2.
4. The grievant may appeal the determination of the Compliance Officer to the Board or a committee of the Board within ten (10) calendar days of the receipt of the Compliance Officer's determination. The committee shall be composed of the Executive Director, Board Chair, at least one other Board member, the school Principal, and at least one other staff member/teacher (not the student’s regular homeroom teacher or teacher in question). The appeal shall be in writing and attached to copies of the original complaint and the written determination of the Compliance Officer.
5. The Board or its designated committee may, in its discretion, convene a hearing at which the parties may present testimony and argument. It shall be the responsibility of the committee to clarify the issues and attempt to resolve the problem. The committee must keep official records in all meetings and hearing proceedings. The grievant or grievant’s representative will be given an opportunity to present evidence and ask questions the parties involved.
6. The Board or its designated committee shall provide both parties with a written decision within fifteen (15) calendar days of receiving the appeal.
7. Employees and parents/guardians of the School shall be informed that a complaint may be filed without fear of reprisal from the Board or any of its employees or agents. The grievant shall be notified of his/her rights of appeal at each step of the process, and accommodations to the needs of a disabled grievant shall be made throughout the process. A grievant shall be informed of his/her right to file a formal complaint with the Office of Civil Liberties.
8. If the grievant is not satisfied with the Board or Board Committee’s decision, he/she may file a written complaint to the Office for Civil Rights:

Office for Civil Rights

U.S. Department of Education

600 Superior Avenue East, Suite 750

Cleveland, Ohio 44114-2611

Any such written complaint must be filed within thirty (30) calendar days from the date of the Board’s written decision, or ninety (90) calendar days from the date the complainant submitted his or her written complaint to the compliance officer.

A complaint regarding the identification, evaluation, classification, or educational program of an educationally disabled student shall be reviewed in accordance with the School’s Special Needs policy.

In the event of a formal complaint/grievance, the Principal or his/her designee shall evaluate School programs and practices on nondiscrimination, in accordance with law, and report evaluations to the Board. The Principal or his/her designee shall submit such assurances of compliance as are required by law.

Notice of the Board's policy on nondiscrimination in employment and education practices and the identity of the School's Section 504/ADA Compliance Officer will be posted in the Main Office.

*29 C.F.R. Part 1630  
34 C.F.R. Part 104  
29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended,  
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990*