

**CARNEGIE PUBLIC SCHOOLS: DISTRICT POLICY CIVIL RIGHTS POLICY AND COMPLAINT PROCEDURES** The District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, patrons, and employees of the District that the District does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. The Superintendent is designated by the Board to coordinate the District's efforts to comply with this assurance.

**GRIEVANCE PROCEDURES FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS (Students and Employees)**

I. **DEFINITIONS**

A. **Discrimination Complaint:** A written complaint alleging any policy procedure or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.

B. **Student Grievant:** A student of the Carnegie Public Schools who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.

C. **Employee Grievant:** An employee of the Carnegie Public Schools who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran.

D. **Title IX and 504 Coordinator:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other State and Federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.

E. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

F. **Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

II. **PRE-FILING PROCEDURES**

A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Title IX/504 Coordinator and reasonable effort should be made to resolve the problem or complaint.

III. **FILING AND PROCESSING DISCRIMINATION COMPLAINTS**

A. **Grievant:** Submits

written complaint to Title IX/504 Coordinator stating name, nature, and date of alleged violation, names of persons responsible (where known), and requested action. Complaint must be submitted within 30 days of alleged violation.

Complaint forms are available in the Title IX/504 Coordinator's office. B. Title IX/504 Coordinator: Notifies respondent within 10 days and asks respondent to:

1. Confirm or deny facts; 2. Indicate acceptance or rejection of student or employee's requested action, or, 3. Outline alternatives. C. Respondent: Submits answer within 10 days to Title IX/504 Coordinator. D. Title IX/504 Coordinator:

Within 10 days after receiving respondent's answer, Title IX/504 Coordinator refers the written complaint and respondent's answer to the (principal or other designee). The Title IX/504 Coordinator also schedules a hearing with the

Grievant, the Respondent, and the (principal or other designee). E. Principal, Grievant, Respondent, and Title IX/504 Coordinator: Hearing is conducted. F.

Principal: Issues within 10 days after the hearing a written decision to the Student or Employee, Respondent, and Title IX/504 Coordinator. G. Grievant or

Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the Superintendent. H. Title IX/504 Coordinator: Schedules within 10 days of request a hearing with the Grievant, Respondent, and Superintendent. I.

Superintendent, Grievant, Respondent, and Title IX/504 Coordinator: Hearing is conducted. 26 J. Superintendent: Issues a decision within 10 days following the

hearing. K. Grievant: If the Grievant or Respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the Board of Education. L. Title IX/504 Coordinator: Notifies Board

of Education within 10 days after receiving request. Title IX/504 Coordinator schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education. M. Board of

Education or hearing panel established by the Board, Grievant, and Title IX/504 Coordinator. Hearing is conducted. N. Board of Education: Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken. IV. GENERAL PROVISIONS A. Extension of time: Any

time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until the

complaint is resolved shall be no more than 180 days. B. Access to Regulations: Upon request, the Carnegie Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran. C. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.