



Sayville Public Schools Discrimination/Harassment Grievance Procedure

Initial Procedure:

1. Completion of a Discrimination/Harassment Complaint Form (see attached)
2. The written request should be forwarded by yourself or the administrator assisting you to the District Title IX and/or Section 504 compliance officer/ coordinator or to the principal of the school. If forwarded to the principal, she/he will forward the complaint to the District Title IX and/or Section 504 compliance coordinator and/or District Dignity Act Coordinator.
3. The compliance coordinator or his/her designee will:
 - a. Begin an investigation. The investigation will be prompt and equitable to all parties. The compliance coordinator will interview all parties, including witnesses, if any;
 - b. Render a decision within fifteen school days after receipt of complaint and notify the Complainant, Superintendent, Principal, and others who need to be advised of the decision. If additional time is needed for a good cause, e.g., key witnesses cannot be interviewed in a timely manner, the decision will be made as soon as reasonably possible. If the decision is to be delayed for good cause, complainant, Superintendent, Principal of the school and other material parties shall be notified and an estimated date for a decision will be noted.
 - c. Within one week of the decision, enact or start changes/recommendations, if any, based on the decision, which may include but are not limited to;
 1. changes of lockers, bus schedules, classes of students
 2. suspension from school of student(s) involved
 3. proposal to the Board regarding the firing/loss of job or suspension of school employee(s), etc.
 4. mandated counseling
 - d. Complainant has one week to accept or appeal the compliance officer's decision:
 1. accept the decision: so notify the compliance officer in writing;
 2. disagree with the decision: appeal the decision by notifying the compliance officer **in writing**.

First Appeal Level: Superintendent-level appeal

1. The compliance officer will forward all materials, including the letter requesting appeal of the initial decision, to the Superintendent of Schools for review.
2. The Superintendent, or his/her designee will schedule a meeting within ten school days of receipt of the request for review/appeal.
3. The participants at the scheduled meeting shall be, at a minimum, the complainant, the compliance officer, and the Superintendent and/or his/her designee.



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4. The Superintendent, or his/her designee(s), shall conduct a prompt, impartial, equitable and thorough review of the materials. S/he shall have the right to re-interview witnesses, e.g., if testimony is unclear or new evidence has been brought to light, or to interview additional witnesses if needed to ensure an equitable decision.
5. The Superintendent, or his/her designee, will present his/her decision within fifteen days after the meeting of the parties unless additional time is needed for a good cause. If additional time is needed, material parties shall so be notified, and provided with an estimated date of the appeal decision.
6. The decision of the Superintendent or designee shall be in writing, and sent to the complainant, the alleged harasser, the principal of the school of the complainant, and the compliance officer.
7. The complainant has one week to accept or appeal the Superintendent-level decision. The complainant shall notify the Superintendent's Office in writing, whether s/he accepts or wishes to appeal the decision.

Appeal of the Appeal: School Board-level appeal

1. Should the complainant not be satisfied with the Superintendent-level decision, complainant should follow the above steps but with a copy of the appeal letter being sent to the School Board in addition to the Superintendent's office. A record should be made of the date the letter is sent by the complainant, and the date the School Board received the letter requesting further review.
2. The School Board shall hire or appoint persons who are impartial and who have not been otherwise-involved in the investigation of this complaint to conduct a prompt, fair, equitable, and thorough investigation of this complaint. The person(s) hired or appointed to conduct this investigation must be knowledgeable in the civil right laws pertaining to the alleged violation of the complainant, and be knowledgeable in conducting investigations of alleged violations of said law(s).
3. A decision shall be made by the School Board based on the recommendation and findings of the investigator(s) appointed by the School Board within twenty school days from the date of the complainant's letter requesting further review is received. If a decision cannot be made within twenty school days for good cause, material parties shall so be notified and provided with an estimated date for the decision to be made.



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Concurrent Appeals or Appeal of the School Board-level appeal

A complainant can, while the investigation is happening at the school level, also contact any of the following agencies and request that an independent investigation be conducted:

New York Office for Enforcement	Phone: 646-428-3900
Office of Civil Rights	Fax: 646-428-3843

U.S. Department of Education	TDD: 877-521-2172
32 Old Slip, 26 th floor	email:OCR.NewYork@ed.gov
New York, NY 10005-2500	

<http://ww2.ed.gov/about/offices/list/ocr/docs/howto.html>

for civil rights discrimination based on race, color, national origin, sex, and/or handicap

NYS Division of Human Rights	Phone: 718-741-8400
One Fordham Plaza, 4 th Floor	TDD: 1-718-741-8300
Bronx, New York 10458	

www.dhr.state.ny.us/

or go to http://www.dhr.state.ny.us/regional_offices.html to locate the closest regional NYS Division of Human Rights office to your location.

New York Civil Liberties Union	
Executive Director: Donna Lieberman	
125 Broad Street, 19 th Floor	Phone: 212-607-3300
New York, NY 10004	Fax: 212-607-3318
Web: http://www.nyclu.org	

Note that if a complainant wishes to carry the appeal process to the school board level, and is dissatisfied with the School Board-level decision, s/he must request a review by the Officer for Civil Rights (OCR) within 60 days of the School Board's decision.



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DEFINITIONS

Grievance: An issue that a student or employee believes is a violation of his/her civil rights. This issue involves the violation, interpretation, or application of any article of Part 86, Rules and Regulations and/or the laws or regulations cited at the top of this document.

Student: Any person enrolled as a student in any school and/or educational or recreational program authorized by the school district.

Employee: Any full-time or part-time teacher, secretary, clerk, clerical staff person, teaching assistant, custodian, administrator, or any person receiving compensation for services rendered to the school district.

Compliance Officer or Compliance Coordinator: The person(s) designated by the school district Board of Education to coordinate efforts to comply with civil rights laws and regulations.

Superintendent: The Superintendent of schools or his/her designated representative