

NONDISCRIMINATION/HARASSMENT

Grievance Procedure

The following procedural outline is to be used by employees, students, or student advocates of the Milford Exempted Village School District who wish to file a complaint alleging discrimination based on Board policy. Such complaints will be received and dealt with in a confidential manner. It is important that the aggrieved comply with the time limitations.

1. The aggrieved employee, student, or student advocate shall immediately inform the teacher or administrator most directly concerned with all the circumstances as they relate to any action, which would be prohibited by Board policy. If a mutually satisfactory solution is not agreed upon, the employee, student, or student advocate shall arrange for a conference with the building principal, at which time he/she will again relate all details as they pertain to the complaint.
2. In the event that a mutually agreeable solution cannot be found, the principal and/or employee, student, or student advocate may make a written request to the grievance officer. The problem must be fully outlined and the procedures taken to date shall be described. This written request should be submitted at least 48 hours prior to the proposed conference.
3. The grievance officer, together with the interested parties (interested parties shall include District directors of areas related to the complaint), shall seek a satisfactory solution in view of the evidence presented. In the event of an impasse, the same procedure shall be followed with the Superintendent.
4. Within 30 days following the meeting of the Superintendent, a further appeal may be made to the Board. The Board President/designee shall advise the individual(s) submitting the appeal the date, time and place where the appeal will be heard by the Board at least 72 hours prior to the meeting. The problem—fully outlined, with procedures taken to date—must be submitted by the person(s) making the appeal at least 48 hours before the scheduled meeting.
5. In the event the aggrieved is not satisfied with the Board's decision, the aggrieved may appeal to the U.S. Department of Education, Office of Civil Rights.