



NON-DISCRIMINATION POLICY

The Tri-Rivers Career Center (TRCC) affirms that equal opportunities are offered without regard to race, color, religion, sex, military status, national origin, disability, age, and ancestry of person. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinators. This policy shall prevail in all Board policies concerning school employees and students. The designated coordinators are (covering Title VI, Title IX, Age Discrimination, and Section 504): for high school students – Executive Director of Operations (or Designee), 2222 Marion Mt. Gilead Road, Marion, Ohio 43302, telephone 740-389-4681; for adult education students – Director of Adult Education, 2222 Marion Mt. Gilead Road, Marion, Ohio 43302, telephone 740-389-4682; for employees – Director of Personnel, 2222 Marion Mt. Gilead Road, Marion, Ohio 43302, telephone 740-389-4681; 504 Coordinator – Director of Special Education & Pupil Services, 2222 Marion Mt. Gilead Road, Marion, Ohio 43302, 740-389-4681.

Non-discrimination extends to students, staff, job applicants, the general public, and individuals with whom it does business. The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Sexual harassment is a form of sex discrimination. It is any unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working and/or learning conditions or creates a hostile work and/or learning environment.

All persons associated with the District, including but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from discrimination and harassment, including sexual harassment. Harassment, whether verbal or physical or occurring in or out of a District building, or at a school-sponsored social functions or activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy. The TRCC will take steps to prevent recurrence of any harassment and to remedy the discriminatory effects on the complainant and others, as appropriate.

GRIEVANCE PROCEDURES PREAMBLE *Alleged Discrimination Grievance Procedure*

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Right (OCR) Guidelines, any student/professional staff, (e.g., teachers, counselors, or supervisors), parents, guardians, or third party who believe that the Tri-Rivers Joint Vocational School District, any school official, any third party, or any student has inadequately applied the principles and/or regulations of the Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (disability), or the Age Discrimination Act of 1975, as amended, 20, U.S.C. Et. seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a complaint which shall be referred to as a formal grievance process. Examples of different types of grievances may include but are not limited to grievances for discrimination based on sex, race, color, national origin, disability, or age.

It is recommended but not required that the grievant attempt to solve the alleged discrimination complaint informally at the Building Director/Supervisor level within five (5) calendar days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, or if the grievant wants to proceed directly to file a formal complaint, the following formal procedure shall be followed. In accordance with the aforementioned statutes, the TRCC prohibits any form of retaliation toward any individual who files a complaint or who participates in a complaint filed under these statutes.

STEP 1

Any student-alleged formal discrimination grievance complaint should first be made to the Building Principal. Staff complaints will first be made to his/her immediate supervisor. Contact information is listed below. All complaints will be made within thirty (30) calendar days of the date the incident occurred. This complaint is to state the date, time, place, and people involved. All complaints are to be submitted in writing. Any verbal complaint must be submitted in writing within the initial ten day reporting period. If you need assistance in putting your complaint in writing due to a disability or for other reasons, please contact the person conducting the investigation.

As part of the investigation, a prompt and thorough investigation will be conducted by the Building Principal or immediate supervisor. If the investigator is the person to have allegedly been the one to discriminate or harass, the complainant shall make the report to the Superintendent. An alternate person will be assigned by the Superintendent to investigate. See below for contact information. Step 1 provides both parties an opportunity to present evidence and to identify witnesses. Notification of the outcome of Step 1 will be sent in writing, to the parties involved, within thirty (30) calendar days.

Any district level complaint can be made directly to the Superintendent using the contact information below.

2222 Marion Mt. Gilead Road • Marion, Ohio 43302 • 740-389-4681

Superintendent—Charles A. Speelman

***Treasurer/CFO—Tammi Cowell • Director of Personnel—Charles A. Speelman • Director of Adult Education—Aaron Stewart
Building Principal—Chris Solis • Director of Special Education & Pupil Services—Alysse Ross***

STEP 2

The decision reached as a result of the investigation conducted pursuant to Step 1 above may be appealed, in writing, to the district's Title VI/Title IX/Age Discrimination/Section 504 Coordinator within ten (10) calendar days. The Coordinator will provide written notification of the decision to all parties involved. Notification of the outcome of Step 2 will be sent in writing, to the parties involved, within fourteen (14) calendar days.

TITLE VI/TITLE IX/AGE DISCRIMINATION/Section 504 Coordinators

District Officer for High School Students
Civil Rights/Title IX and Section 504
Title VI and Age Discrimination
Aaron Stewart
Director of Adult Education
2222 Marion Mt. Gilead Road
Marion, Ohio 43302
(740) 389-4682

District Officer for Employees
Civil Rights/Title IX and Section 504
Title VI and Age Discrimination
Charles A. Speelman
2222 Marion Mt. Gilead Road
Marion, Ohio 43302
(740) 389-4681

District Officer for Adult Education Students
Civil Rights/Title IX and Section 504
Title VI and Age Discrimination
Aaron Stewart
Director of Adult Education
2222 Marion Mt. Gilead Road
Marion, Ohio 43302
(740) 389-4682

STEP 3

If not resolved at Step 2, the decision may be appealed, in writing, within ten (10) calendar days to the TRCC Superintendent who functions as the final mediator at the local level. The Superintendent will provide written notification of the final decision. Notification of the outcome of Step 3 will be sent in writing, to the parties involved, within twenty-one (21) calendar days.

The Board of Education recognizes that, in the interest of effective compliance, a procedure is necessary whereby all students and employees can be assured of a prompt and impartial hearing on their grievances. No reprisals of any kind shall be taken against any student or employee initiating or participating in the grievance procedure.

Note: At any time an individual has the right to contact the Office for Civil Rights, US Dept of Education, 600 Superior Avenue, East, Suite 750, Cleveland, OH 44114-2611. The website is <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

PUBLIC RELATIONS & DIRECTORY INFORMATION

The TRCC follows the guidelines of the Family Rights to Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) regarding the release of directory information. The district will make directory information available upon receiving a legitimate request from colleges, universities and military recruiters. Parents, guardians and emancipated students who do not want directory information released should notify the TRCC Student Services Department. Under Ohio law, directory information includes the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

While participating in school-sponsored activities, students' images and voices may appear on videos, printed materials, and the TRCC web site. School staff and administration will monitor all media activities. Parents/Guardians who do not want their child's image and/or voice used, should notify the TRCC Student Services Department in writing by October 1st of the school year or within 30 days of enrollment at TRCC.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

(1) The right to inspect and review the student's education records within 45 school days of the day the school receives a request for access. Parents or eligible students should submit to the school building director (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school building director (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the TRCC District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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