**HILLS AND DALES PRESCHOOL TITLE IX AND NON- DISCRIMINATION POLICY**

The Hills and Dales Preschool affirms that equal opportunities are offered without regard to race, color, religion, sex, sexual orientation, gender identity, 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 Hills and Dales Preschool program policies concerning school employees and students. Staff shall be trained on an annual basis. The designated coordinator is (covering Title VI, Title IX, Age Discrimination, and Section 504): for students Title XI Compliance Officers – **Director of Education, Hills and Dales Preschool, 8919 US Route 50 East, Hillsboro, OH 45133, tel. 937-393-4237.**

Non-discrimination extends to students, staff, job applicants, the general public, and individuals with whom it does business. The Hills and Dales Preschool 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 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.

**HILLS AND DALES PRESCHOOL EXPECTATIONS**

All persons associated with the Hills and Dales Preschool, including but not limited to, the Hills and Dales Preschool, 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 Hills and Dales Preschool building, or at a Hills and Dales Preschool-sponsored social functions or activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting on behalf of the Hills and Dales Preschool is in violation of this policy and will. Individuals may be disciplined for engaging in sexual harassment but there will be no retaliation against anyone involved in a sexual harassment matter.

**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, direct service vendors, therapists, or supervisors), parents, guardians, or third party who believe that the Hills and Dales Preschool Hills and Dales Preschool, any school official, 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: racial/ sexual/disability based harassment; different treatment; failure to implement the Section 504 plan or the Individualized Education Program; etc.

It is recommended but not required that the grievant attempt to solve the alleged discrimination complaint informally at the Education Director 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 Hills and Dales Preschool 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 Education Director. Staff complaints will first be made to his/her immediate supervisor. 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 Education Director or immediate supervisor. If this investigative person is the person to have allegedly been the one to discriminate or harass, the complainant shall make the report to the Superintendent. See below for contact information. An alternate person will be assigned to investigate. 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.

*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.

**TITLE VI/TITLE IX/AGE DISCRIMINATION/Section 504 Coordinator:
Director of Education**

**8919 US Route 50**

**Hillsboro, OH 45133**

**(937) 393-4237**

*STEP 3*

If not resolved at Step 2, the decision may be appealed, in writing, within ten (10) calendar days to the Hills and Dales Superintendent who functions as the final mediator at the local level. The Superintendent will provide written notification of the final decision.

At any time during the investigative process, the complainant 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 Hills and Dales Preschool 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.