GRIEVANCE PROCEDURE

Tri-County Career Center – Adult Center hereby notifies students, parents and employees that is does not discriminate on the basis of sex, race, religion, color, faith, national origin, ancestry, citizenship status, age, disability, economic status, military status or on the basis of legally acquired genetic information in the programs and activities it operates.

Grievance Procedure Coordinator:

Tri-County Career Center - Adult Center has designated the following employees to coordinate its efforts to comply with Title IV, Title IX and Section 504 regulations and must notify all its students and employees of the grievance procedure:

Upon receipt of a complaint, the Adult Supervisor will forward this information to the following employees designated by the Tri-County Career Center Board of Education to coordinate its efforts to comply with Title IV, Title IX and Section 504 regulations:

Tom McGreevy, Director
Amanda Wiseman, Director
15676 State Route 691
Nelsonville, OH 45764
Telephone: 740-753-3511

<u>Outline of Grievance Procedure:</u>

Step 1:

Where appropriate, any student of Tri-County Career Center having a complaint about his/her treatment may arrange a conference to discuss the matter with the person or persons involved within ten school days of the date the incident occurred.

Step 2:

If the student is not satisfied with the results of the conference, or a conference as outlined in Step 1 above is not appropriate or desired given the nature of the grievance, the problem may be discussed with the student's Instructor within ten school days of the date the incident occurred. In a grievance where the complaint involves a student's Instructor, students may discuss the matter with Tri-County Career Center - Adult Center's Student Services Supervisor.

Step 3:

If the complaint is still not satisfactorily resolved, the grievance may be placed in writing and presented to the Adult Supervisor within five (5) days of the meeting with the Instructor or Student Services Supervisor.

Step 4:

In the event the problem persists, a written copy of the grievance should be given to the Superintendent within ten (10) days after the meeting with the Adult Supervisor.

GRIEVANCE PROCEDURE

Step 5:
If the complainant feels that the grievance is a result of discrimination on the basis of race, color, faith, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or on the basis of legally acquired genetic information and the school grievance procedures have been exhausted without satisfactory resolution, the student may file the complaint or grievance with the Office of Civil Rights, U.S. Department of Education, 55 Erie View Plaza, Room 300, Cleveland, Ohio 44114-1816.

All written grievances must be initiated within five working days of the occurrence. All written grievances must be signed by all persons involved. Grievance Records will be maintained in the Tri-County Career Center - Adult Center office.

Further grievance concerns can be referred to:

The Commission of the Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770-396-3898 800-917-2081
www.council.org/

If a student wishes to submit a complaint to the Ohio Department of Higher Education, they can go to Student Complaint Information | The Ohio Department of Higher Education and file a complaint using their complaint form.
They may also contact the Ohio Department of Higher Education at:
Ohio Department of Higher Education
25 South Front Street
Columbus, OH 43215
General: (614) 466-6000 or odhe-complaints@highered.ohio.gov