

## **NOTICE OF NON-DISCRIMINATION**

Raymond Central Public Schools, Lancaster County District 161, does not discriminate based on sex, race, national origin, religion, marital status, age, or handicap in admission or access to, or treatment or employment in its programs and activities.

The district's designated coordinator of Federal Title IX and Section 504 compliance procedure is the secondary principal. The designated coordinator may be contacted at Raymond Central Public Schools, 1800 W Agnew Rd, Raymond, NE 68428, 402-785-2685.

Students or their designee/employees who suspect that they have become the victim of a discriminatory act, intentional or unintentional, because of a school employee or policy should use the following procedure:

- (1) Discuss the grievance with a building principal or supervisor within ten school days of the alleged situation being known.
- (2) If the matter is not resolved to the satisfaction of the complainant, the complainant should then contact the designated coordinator and submit the nature of the grievance in writing to the designated coordinator within ten school days of receiving an oral response from the principal or supervisor. The designated coordinator will, within ten school days of receiving the written grievance, interview the complainant, investigate the nature of the grievance, and submit in writing to the complainant a proposed resolution.
- (3) If not satisfied with the designated coordinator's response, the complainant should submit a written request for a board hearing on the grievance to the board president within ten school days of receiving the designated coordinator's response. The Board of Education will convene a hearing on the grievance within 20 school days of receiving a written request for said hearing, and reserve the right to solicit evidence and testimony from pertinent sources. The Board of Education will submit a written resolution of the grievance to the complainant within 20 school days of conducting the hearing, and the board's decision will conclude the grievance procedure.

During summer dismissal, "days" will refer to week days, Monday through Friday, excluding holidays. If a principal, supervisor, or the superintendent is the focus of the initial grievance, the procedure should be initiated at the next step. If a board policy is the focus of the grievance, the procedure should be initiated with the superintendent.

Students or employees may be represented by advocates or legal counsel at all steps of the grievance procedure and they may have access to school records or documents that are not otherwise protected by privacy statutes.