**Brantley County**

**Grievance Procedures for Complaints**

**of Discrimination and Harassment**

**(Students and Employees)**

**Pre-Filing Procedures**

A. Prior to the filing of a written complaint, including any issue dealing with age discrimination, the student or employee is encouraged to visit with the Title IX, Section 504/ADA or Equity Coordinator, and to make a reasonable effort to resolve the problem or complaint.

B. The Title IX, Section 504/ADA or Equity Coordinator for the Brantley County School System is ***Roxie Tumlin***. Her office is located in the Board of Education Building on Highway 82 West. Phone 912-462-6612.

**Filing and Processing Discrimination Complaints**

A. Grievant - Submits written complaint to Title IX, Section 504/ADA or Equity Coordinator stating the grievant's name, nature, and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in school office or other designated areas. The complaint should be signed by the grievant or his or her designee.

B. Title IX, Section 504/ADA or Equity Coordinator - Contacts respondent within 10 days and asks respondent to:

 1. Confirm or deny facts;

2. Indicate acceptance or rejection of student's or employee's requested action; or

 3. Outline alternatives.

C. Respondent - Submits answer with 10 days to Title IX, Section 504/ADA, or Equity Coordinator.

D. Title IX, Section 504/ADA or Equity Coordinator - Within 10 days after receiving respondent's answer refers the written complaint and respondent's answer to the principal or principal's designee. The Title IX, Section 504/ADA, or Equity Coordinator also schedules a hearing with the grievant, the respondent, and the principal or other designee.

E. Principal, Grievant, Respondent, and Title IX, Section 504/ADA, Equity Coordinator - Hearing is conducted.

F. Principal - Within 10 days after the hearing, the principal issues a written decision to the student or employee, respondent and Title IX, Section 504/ADA, or Equity Coordinator.

G. Grievant - If the grievant is not satisfied with principal's decision, he/she must notify either the Title IX, Section 504/ADA, or Equity Coordinator within 10 days and request a hearing with the superintendent.

H. Title IX, Section 504/ADA or Equity Coordinator - Within 10 days or request schedule a hearing with the grievant and superintendent.

I. Superintendent, Grievant, Respondent, and Title IX, Section 504/ADA, Equity Coordinator - Hearing is conducted.

J. Superintendent - Issues a decision within 10 days following the hearing.

K. Grievant - if the grievant is not satisfied with the superintendent's decision, he/she must notify the Title IX, Section 504/ADA or Equity Coordinator within 10 days and request a hearing with the local board of education.

L. Local Board of Education or Hearing Panel established by the Board, Grievant, Respondent, and Title IX, Section 504/ADA or Equity Coordinator - Hearing is conducted.

M. Local Board of Education - Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

**GRIEVANCE PROCEDURES FOR RIGHTS VIOLATION**

This procedure is established in order to provide a formal method for the resolution of any grievance concerning the treatment of students by system personnel, which is alleged to violate either system policy or student legal rights. These formal procedures should not be used unless informal conferences with the appropriate teacher and principal do not resolve the matter to the satisfaction of the grievant.

A grievance may be brought by any student, or the parents of such student, whose rights under any system policy or application of law have allegedly been violated.

The system Title IX, Section 504/ADA Coordinator should be consulted whenever discrimination or harassment is alleged.

**LEVEL ONE**

Grievants who cannot resolve a matter informally may submit a grievance in writing to the principal of the school in which the grievance arose within ten (10) school days.

**LEVEL TWO**

A notice in writing, to the superintendent within five (5) school days may be filed. Such notice must be accompanied by copies of the original grievance and the decision made at level one.

**LEVEL THREE**

The grievant may request a hearing before the Board by submitting notice of appeal with the Superintendent within ten (10) school days. Such notice must be accompanied by copies of the original grievance and the decisions made at levels one and two. In addition, such notice shall contain a statement of reasons why such decisions are unacceptable.

Further information concerning this procedure may be obtained by contacting the Board of Education at (912) 462‑6176.

**COMPLAINT PROCEDURES FOR STUDENTS**

Pursuant to federal and state laws, students are entitled to a Complaint Procedure to address allegations of discrimination on the basis of race, color, national origin, sex (including, but not limited to sexual harassment), disability, harassment and/or bullying. Both informal and formal resolution processes are available to address any Complaints arising out of the above-described categories. Allegations of discrimination should be immediately reported to an administrator or counselor at the school, center or any school event. The Local Administrator shall assist the student with formalizing and processing the complaint, which should include a statement of facts, identification of witnesses and any other information necessary to fully describe the matter. Formal complaints should be filed within thirty (30) calendar days of the alleged incident. All policies and/or procedures mandated by any agency of the State of Georgia, or the United States, will be followed. **As per O.C.G.A. § 20-2-751.5, it is unlawful for a student to falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee, including during off-school hours.** \*See Code of Conduct Rule 49\*