

# Wilson County Board of Education

Policy Description:  Student Concerns, Complaints and Grievances  Page 1 of 2	Policy Number: 6.305	Amended Date:
	Rescinds:	Issued: 06/03/04

## 1 DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

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3 **Filing a complaint** – Any student of this school district who wishes to file a discrimination/harassment  
4 grievance against another student or an employee of the district may file a written or oral (recorded, if  
5 possible) complaint with a complaint manager.<sup>1</sup> Students may also report an allegation of  
6 discrimination/harassment to any teacher or other adult employed in the school who shall inform a  
7 complaint manager of the allegation. The complaint should include the following information:

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1. Identity of the alleged victim and person accused;
  - 10 2. Location, date, time and circumstances surrounding the alleged incident;
  - 11 3. Description of what happened;
  - 12 4. Identity of witnesses; and
  - 13 5. Any other evidence available.

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15 **Investigation** – Within twenty-four hours of receiving the student's complaint, the complaint manager  
16 shall notify the complaining student's parent/guardian and the principal who shall inform the director  
17 of schools. The parent/guardian shall be given notice of the right to attend an interview of the  
18 student in a non-intimidating environment in order to elicit full disclosure of the student's allegations.  
19 This interview shall take place within five (5) days from the time the complaint was first made. If no  
20 parent/guardian attends the interview, another adult, mutually agreed upon by the student and the  
21 complaint manager, shall attend and may serve as the student's advocate. After a complete  
22 investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary  
23 action shall be initiated. The complaint and identity of the complainant will not be disclosed except  
24 as follows:

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1. As required by law or this policy;
  - 27 2. As necessary to fully investigate the complaint; or

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<sup>1</sup> Title IX, Education Amendment of 1972, 20 U.S.C. § 1681, et seq.

1 3. As authorized by the complainant.

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3 A school representative will meet with and advise the complainant regarding the findings and whether  
4 corrective measures and/or disciplinary action were taken. The investigation and response to the  
5 complainant will be completed within thirty (30) school days. Copies of the report will be sent to the  
6 student, principal and the director of schools. One copy shall be kept in the complaint manager's file  
7 for one (1) year beyond the student's eighteenth (18) birthday. The director of schools shall keep the  
8 Board informed of all complaints.

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10 **Decision and Appeal** – If the complainant is not in agreement with the findings of fact as reported by  
11 the complaint manager, an appeal may be made, within five (5) work days to the director of schools.  
12 The director of schools will review the investigation, make any corrective action deemed necessary  
13 and provide a written response to the complainant. If the complainant is not in agreement with the  
14 director of schools' findings of fact, appeal may be made to the Board of Education within five (5)  
15 days. The Board shall, within thirty (30) days from the date the appeal was received, review the  
16 investigation and the actions of the director of schools and may support, amend or overturn the  
17 actions based upon review and report their decision in writing to the complainant.

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19 **APPOINTING COMPLAINT MANAGERS**

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21 The director of schools shall appoint at least two complain managers, one of each gender for each  
22 school. The director of schools shall insert into this policy the names, addresses and telephone  
23 numbers of current complaint managers (see note).

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25 This policy shall be published in the parent/student handbook distributed annually to every student.  
26 Building administrators are responsible for educating and training their respective staff and students  
27 as to the definition and recognition of discrimination/harassment.

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32 **(NOTE:** Title IX regulations require districts to identify the name, address and telephone number of  
33 the person who is responsible for coordinating the district's compliance efforts. A policy should not  
34 be adopted with a person's name in it; rather, the identifying information can be added and amended  
35 as necessary.)

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