



**DISCRIMINATION COMPLAINTS PROCEDURE
(HUM-P010)**

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.0 This procedure outlines the process for filing allegations of discrimination on the basis of sex, marital status, race, color, creed, national origin, religion, age, sexual orientation, disability condition, or veteran status, against the Clarksville-Montgomery County School System or any person or program under its jurisdiction (Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Age Discrimination Employment Act of 1967, and Age Discrimination Act of 1975). This procedure is designed to provide a systematic, local protocol for the resolution of complaints and does not prevent or deny the complainant the right to pursue other avenues of recourse with appropriate governmental agencies or to seek redress under state or federal laws. This procedure applies to complaints of discrimination by any person (student, employee, or third party in the school environment) who is alleging discrimination as defined herein.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.0 Chief Human Resources Officer
- 2.1 HR General Counsel

3.0 APPROVAL AUTHORITY:

- 3.0 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.0 Title VI Coordinator: Chief Human Resources Officer, 621 Gracey Ave., Clarksville, TN 37040
- 4.1 Discrimination: Discrimination is defined as unlawful treatment of an individual on the basis of any legally protected classification such as sex, race, color, creed, religion, sexual orientation, national origin, age, disability condition, marital status, genetic information, or veteran status. Conduct or communication may be discriminatory if it: (a) substantially or unreasonably interferes with a person's work performance or education, (b) creates an intimidating, hostile or offensive employment or educational environment, (c) implies that a submission to such conduct is made an explicit or implicit term of employment or education, or (d) implies that submission to or rejection of such conduct will be used as a basis for an employment or educational decision affecting the harassed person. Harassment is a form of discrimination. Harassment may include conduct or communication that denigrates or shows hostility or aversion toward an individual because of his or her race, color, creed, religion, sex, sexual orientation, national origin, age, disability condition, marital status, genetic information, or any other characteristic protected by law and creates a hostile environment. For a student harassing conduct creates a hostile environment when it is so severe or pervasive that it is sufficiently serious to interfere with, limit or deprive access to a student's ability to participate in or benefit from the educational opportunities provided by the District. For an employee, harassing conduct creates a hostile environment when it is so severe, persistent or pervasive that it



DISCRIMINATION COMPLAINTS PROCEDURE (HUM-P010)

Clarksville-Montgomery County School System

has the purpose or effect of substantially or unreasonably interfering with an employee's employment or creates an intimidating, threatening, hostile, or offensive employment environment.

5.0 PROCEDURE:

- 5.1 Any person alleging discrimination as defined in 1.0 (Scope) files such a complaint at the lowest applicable administrative level within 180 days of the alleged discrimination. The Discrimination Complaint Form ([HUM-F028](#)) is available on the Clarksville-Montgomery County School System web site.
 - 5.1.1 Complaints against students are filed with the school principal.
 - 5.1.2 Complaints against school staff, including teachers, substitute teachers, assistant principals, teacher assistants, cafeteria workers, bus drivers, custodians or school volunteers, are filed with the building principal or Title VI Coordinator.
 - 5.1.3 Complaints against building principals, supervisors, central office staff, or third party vendors/contractors in the school environment are filed with the Title VI Coordinator or designee. If the complaint is against the Title VI Coordinator, complaints shall be filed directly with the Director of Schools.
 - 5.1.4 Complaints against the Director of Schools or Clarksville-Montgomery County Board of Education are filed directly with the Title VI Coordinator for the school system.
- 5.2 All complaints submitted, either written or verbal, are investigated by the person receiving the complaint the Title VI Coordinator or designee. All complaints are documented as to the nature of the complaint, the investigation conducted, and resolution.
 - 5.2.1 Complainants are requested to submit their complaints in writing; however, in the event the complainant cannot or will not submit a written complaint, the complainant may make a verbal complaint and the person receiving the complaint will document the nature of the complaint on the Discrimination Complaint Form ([HUM-F028](#)). The completion of a complaint form by the complainant is not required for acceptance of a complaint.
 - 5.2.2 If the complaint form is not completed, the person taking the complaint documents the following information:
 - 5.2.2.1 Name, address, and telephone number of complainant,
 - 5.2.2.2 The location and name of the school and entity delivering the service,
 - 5.2.2.3 The nature of the incident that led the complainant to feel discrimination was a factor,
 - 5.2.2.4 Names, addresses and phone numbers of people who may have knowledge of the event, and



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Clarksville-Montgomery County School System

- 5.2.2.5 The date or dates on which the alleged discriminatory event or events occurred.
- 5.2.3 A copy of the complaint is provided to the complainant.
- 5.2.4 The person against whom the complaint is lodged is notified immediately of the complaint and is given a copy of the complaint.
- 5.3 The person receiving the complaint forwards complaint to Title VI Coordinator immediately.
- 5.4 The investigation is completed and the person conducting the investigation provides written notice to the parties (complainant and the person against whom the complaint is lodged) within thirty (30) business days, excluding weekends, CMCSS holidays, and breaks unless the need for more time is appropriately documented.
- 5.5 If the complainant or person against whom the complaint is lodged disagrees with the findings/resolution of the initial complaint, he/she notifies the Title VI Coordinator within ten (10) days of receiving the decision that he/she wishes to appeal.
 - 5.5.1 All original documentation regarding the complaint and including the complaint, investigation materials, and findings/resolution are forwarded to the DOS within five (5) business days for his/her independent review and evaluation. The DOS may seek additional information or clarification from person as he/she deems necessary to appropriately review the appealed matter.
 - 5.5.2 The Director of Schools reviews the documentation and materials and reports his/her findings or resolution to the complainant and to the Title VI Coordinator within ten (10) business days of his/her receipt of the documentation and materials.

6.0 ASSOCIATED DOCUMENTS:

- 6.0 Non-Discrimination Policy ([SLT-A001](#))
- 6.1 Employee Discrimination Complaint Form ([HUM-F028](#))
- 6.2 Student Discrimination Complaint Form ([HUM-F095](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Discrimination Complaint Form	Human Resources Dept.	Indefinitely	N/A	Secured Building

8.0 REVISION HISTORY:



**DISCRIMINATION COMPLAINTS PROCEDURE
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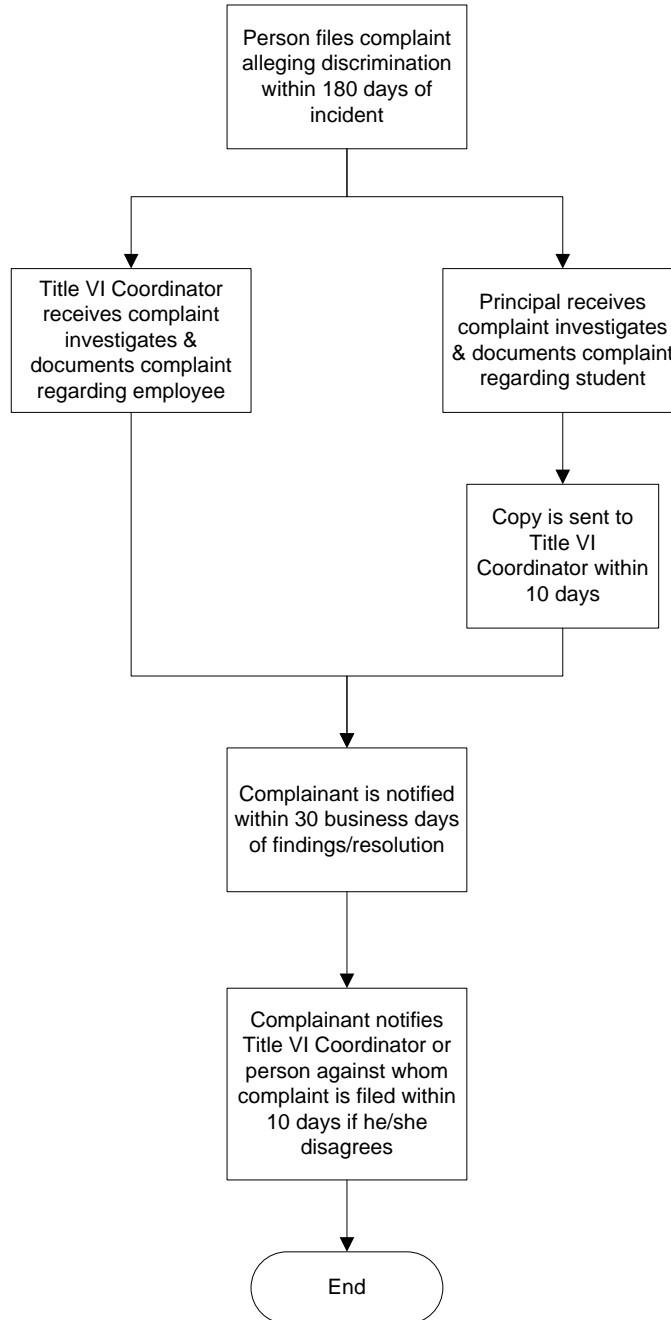
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/13/04		Initial Release
3/03/04	A	Clarify 5.1, 5.2, 5.4, 5.5, 5.6.1, 5.6.2, add new 5.2.2, renumber and revise flowchart
6/29/09	B	Change title, update titles, add Title VI coordinator and hearing to 5.2
12/15/09	C	Changed "sexual preference" to "sexual orientation" in scope.
6/18/13	D	Removed Title VI and Other from procedure title; 5.1.1 Remove filed with teacher; 5.1.2 add or Title VI Coordinator; 5.3 add forwards complaint immediately to Title VI Coordinator; update flowchart and logo; change title of form HUM-F028 to Discrimination Complaint Form
4/16//15	E	Updated last sentence of 1.0, added 2.1, added last sentence to 5.1.3, clarified 5.2, 5.3 & 5.4, expanded details of 5.5.1 & 5.5.2.
10/1/15	F	Para 1, added religion, age, and veteran status. Updated responsibility, changed HR Director to HR General Counsel.
10/7/16	G	Added 4.1. Updated 5.1.3, 5.4, and 5.5.
4/25/17	H	6.0 Updated associated documents. HUM-F028, revised. HUM-F095, added.
9/1/17	I	Updated flowchart.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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***** End of Procedure *****