



**TITLE VI AND OTHER DISCRIMINATION COMPLAINTS  
PROCEDURE (HUM-P010)**  
Clarksville-Montgomery County School System

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**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, sexual orientation, or handicapping condition, against the Clarksville-Montgomery County School System or any person or program under its jurisdiction. This procedure is designed to provide a systematic, local protocol for the resolution of complaints and does not supersede the complainant's right to file charges directly with the United States Office of Civil Rights.

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

**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

**5.0 PROCEDURE:**

- 5.0 Any person alleging discrimination as defined in 1.1 (Scope) files such a complaint at the lowest applicable administrative level within 180 days of the alleged discrimination. The Title VI 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 teacher of the alleged victim or 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.
- 5.1.3 Complaints against building principals, supervisors or central office staff are filed with the Title VI Coordinator.
- 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 or Title VI Coordinator. All complaints are documented as to the nature of the complaint, hearing if conducted, and resolution.



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- 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 Title VI 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
  - 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 advises the complainant of the complaint process and his/her right to appeal to the next applicable level.
- 5.4 All complaints are copied to the Title VI Coordinator within ten (10) days of receiving the complaints.
- 5.5 The investigation is completed and the person conducting the investigation notifies the complainant within thirty (30) days of the findings/resolution.
  - 5.5.1 The Title VI Coordinator is notified of the findings/resolution of the complaint immediately after reporting to the complainant.
- 5.6 If the complainant 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.
  - 5.6.1 All original documentation regarding the complaint and investigation is forwarded to the Director of Schools.
  - 5.6.2 The Director of Schools reviews documentation and reports her/his findings/resolution to the complainant and forwards the same to the Title VI Coordinator.



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**6.0 ASSOCIATED DOCUMENTS:**

6.0 Title VI Complaint Form ([HUM-F028](#))

6.1 Non-Discrimination Policy ([SLT-A001](#))

**7.0 RECORD RETENTION TABLE:**

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

**8.0 REVISION HISTORY:**

<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.

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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