

## Filing a Complaint or Concern

The Clarksville-Montgomery County School System strives at all times to meet the needs of its learners, families, and other beneficiaries. However, there may be times when a stakeholder needs to file a concern to be addressed. Please use the guidelines and process below in the event you need to have a complaint or concern addressed by the District:

Level Director

Chief of Staff

Angela Huff - angela.huff@cmcss.net

Schanda Doughty - schanda.doughty@cmcss.net

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Classroom Teacher

## Principal

If a concern is not adequately addressed at the classroom level, the next appropriate contact would be a principal or other building administrator. Elementary:

Jessica Harris - jessica.harris@cmcss.net

Schools Assigned:

Barkers Mill, Byrns Darden, CMCSS K-12 Virtual, Glenellen, Liberty, Minglewood, Montgomery Central Elementary, Moore Magnet STEM School, Norman Smith, Northeast Elementary, Oakland, West Creek Elementary, and Woodlawn

**Chief Academic** 

Officer

Elementary:

Amanda Nicks - amanda.nicks@cmcss.net

Schools Assigned:

Barksdale, Barksdale Spanish Immersion, Burt, Carmel, Cumberland Heights, East Montgomery, Hazelwood, Kenwood Elementary, Pisgah, Ringgold, Rossview Elementary, Sango, and St. Bethlehem

Middle (Interim):

Matthew Slight - matthew.slight@cmcss.net

High (Interim):

Christy Houston - christy.houston@cmcss.net

For most concerns, especially those regarding academics, the first step for addressing a concern should be the classroom teacher.

## **Specific Complaint Contacts:**

CMCSS has designated some contacts or established specific procedures to address complaints that are related to specific laws and regulations. Please consult the list below for the correct contact if your complaint or concern is related to any of those specific areas:

- Please submit inquiries or complaints associated with Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act as it pertains to employees or Title IX of the Education Amendments Act of 1972 as it pertains to employees to Jeanine Johnson, Chief Human Resources Officer:
  - o 621 Gracey Avenue Clarksville, TN 37040
  - 。 931-920-7913
  - melissa.izatt@cmcss.net
- Please submit inquiries or complaints associated with Title IX of the Education Amendments Act of 1972 as it pertains to students to Dr. Angela Huff, Chief of Staff:
  - o 621 Gracey Avenue Clarksville, TN 37040
  - 。 931-920-7939
  - angela.huff@cmcss.net
- Please submit inquiries or complaints associated with Section 504 or the Americans with Disabilities Act as it pertains to students to Jami Skevington, Section 504 Coordinator
  - o 1312 Highway 48/13 Clarksville, TN 37040
  - 。 931-553-1155
  - jami.skevington@cmcss.net

## **Specific Complaint Procedures:**

Please refer to the procedures listed below for other complaints that are of a specific nature:

- Sexual Harassment Student
- Sexual Harassment Employee
- <u>Bullying</u>
- Transportation Customer Service
- Transportation Safety
- Prohibited Concepts
- Library Services and Collections