

SUMMERS COUNTY BOARD OF EDUCATION POLICY

Adopted: 1/12/84 Revised: 7/27/89, 5/11/05  
Reference: 1972 Federal Amendment Title IX Part 86.8

Code: VII-C-1  
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STUDENT GRIEVANCE PROCEDURE

The U.S. Department of Education, Office for Civil Rights has made a major change in the grievance procedure for students. The "Student Grievance procedure" must be posted in all classrooms, in all schools offices and in all school district offices. The student grievance procedures must indicate specific time frames for each level of grievance. The employee grievance is to also be posted in school offices, county offices and offices where other people are employed (e.g., bus garages, and warehouses). All grievance forms and procedures must carry the following nondiscrimination quote:

As required by federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or national origin in employment or in its educational programs and activities. Inquires may be referred to the Title IX Coordinator Summers County Board of Education, 116 Main Street, Hinton, WV 25951, Phone 466-6000; or to the Department of Education's Director of the Office for Civil Rights.

**SUMMERS COUNTY STUDENT/EMPLOYEE GRIEVANCE**

Federal Education Amendments of 1972  
Title IX-Part 86.8 (b) - Grievance Procedure

WHEREAS, the Board of Education of the County of Summers, Hinton, West Virginia, in compliance with the rules and regulations pertaining to nondiscrimination on the basis of sex under federally assisted education programs and activities, has established this procedure whereby a complaint related to the violation, interpretation or application of Title IX Rules and Regulations may be quickly and smoothly resolved, and

WHEREAS, students and employees of Summers County Schools are eligible to participate in this grievance procedure and

WHEREAS, the resolution of real or alleged violations shall be motivated toward a solution that is satisfactory to the student, the employee, the administration and the Board of Education;

NOW THEREFORE BE IT RESOLVED, that the following grievance procedures be adopted for students and employees by the Summers County Board of Education.

Article I - Definitions

1.1 Grievance: an issue that reaches Level One Procedure. This issue involves the violation, interpretation or application of any article of Part 86, Rules and Regulations, Title IX, Federal Education Amendments of 1972.

1.2 Student: any person enrolled as a student in any school and/or educational or recreational program authorized by the Summers County Board of Education.

1.3 Employee: any person employed by the Summers County Board of Education.

1.4 Title IX Coordinator: the person designated by the Board to coordinate efforts to comply with Title IX Rules and Regulations.

1.5 Superintendent: the Superintendent of Schools or designated representative.

ARTICLE II - LEVEL ON PROCEDURE

2.1 The student or employee who has a complaint, and is unable to solve the issue, may address the complaint in writing to the Title IX Coordinator.

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2.2 The Coordinator's responsibilities are:

- a. Investigate within five days the circumstances of the complaint.
- b. Render a decision within ten days after receipt of complaint and notify the complainant.
- c. Provide the complainant five days to react to the decision before it becomes final.

2.3 The Complainant's responsibilities are:

- a. Within ten days accept the decision in writing addressed to the Title IX Coordinator or
- b. Disagree with the decision in writing addressed to the Title IX Coordinator. A level two procedure will be initiated.

**ARTICLE III - LEVEL TWO PROCEDURE**

3.1 Within ten days of receiving 2.3b with the decision, the Title IX Coordinator requests the Superintendent to review the complaint.

3.2 The Superintendent will schedule a meeting within ten days of the receipt of the request for review. The participants shall be the complainant, the coordinator, and the Superintendent.

3.3 The Superintendent will make a decision within ten days. The complainant and the coordinator will receive copies of the decision.

**ARTICLE IV - LEVEL THREE PROCEDURE**

4.1 Within ten days the complainant may appeal the decision of the Superintendent to the Summers County Board of Education.

4.2 The Board may hold a hearing if requested by the complainant within 30 days or at the next regularly scheduled board meeting.

4.3 The Board will review all material (written and oral) and make a decision within ten days.

**ARTICLE V - LEVEL FOUR PROCEDURE**

5.1 Within ten days the student may appeal to the WV State Superintendent of Schools.

5.2 Within ten days the employee may appeal to the WV State Grievance Board.

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SAMPLE FORM

Summers County Schools

Grievance Form  
Title IX, Part 86, Sex Discrimination

Name of Student or Employee \_\_\_\_\_

School \_\_\_\_\_

Statement of Complaint:

Solution Suggested by Complainant:

Signature of Student or Employee: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Please forward to Title IX Coordinator