

TERRELL COUNTY BOARD POLICY
Equal Opportunity Employment

Descriptive Code: GAAA
Issue Date: 10/11/10
Rescinds Code: GAA/JAA & GBBB
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The Terrell County Board of Education does not discriminate on the basis of race, color, religion, national origin, age, disability, sex, or sexual orientation in its employment practices, student programs and dealings with the public. It is the policy of the Terrell County Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

Non-Discrimination

The Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, national origin, political affiliation, age, handicap, or sex. This policy will prevail in all matters concerning employees (employment, retention and advancement), students, parents, the general citizenry, educational programs and services, and persons with whom the Board does business.

In keeping with the Board's commitment and the requirement of applicable State and federal law, the Board and staff will strive to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational services and opportunities offered students; in location and use of facilities; in educational materials; and in all business transactions conducted by the Board.

Title IX Compliance

It shall be the policy of the Board of Education that no person (student or employee shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity or in recruitment for employment; and related benefits.

The Title I Director has been designated as the employee responsible for coordination of efforts to assure compliance with Title IX mandates with regard to employed personnel. The principal of each school has been designated as the official responsible for coordination of efforts in the school to comply with requirements of Title IX with regard to students.

Section 504 Compliance

The Board of Education recognizes its responsibility, in accordance with Section 504 of the Rehabilitation Act of 1973, to provide a public education to those students enrolled in an education program in the school system or entitled to an education within the school system. The Board appoints the Title I Director to serve as the coordinator for Section 504 to assure compliance to the law.

ADA Compliance

It shall be the policy of the Board of Education that no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded in, be denied the benefits of, or be subjected to discrimination in programs or activities conducted by the Board.

The Superintendent has been designated as the employee responsible for coordination of efforts to assure compliance with the Americans with Disabilities Act.

Title VI Compliance

It shall be the policy of the Board of Education that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Health, Education, and Welfare.

The Superintendent is designated as the employee responsible for coordination of efforts to assure compliance with Title VI mandates.

The Carl D. Perkins Vocational Education Act

The Board of Education recognizes its responsibility to make vocational education programs accessible to all persons, including handicapped and disadvantaged persons, single parents and homemakers, adults in need of training and retraining, persons participating in programs designed to eliminate sex bias and stereotyping in vocational education, and incarcerated persons.

The Terrell County High School Vocational Director will be responsible for compliance with the Carl D. Perkins Vocational Education Act requirements.

DISCRIMINATORY COMPLAINTS PROCEDURE

Complaints made to the Terrell County School System regarding alleged discrimination on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act will be processed in accordance with the following procedure:

1. Prior to filing a written complaint, the student or employee is encouraged to visit the coordinator and a reasonable effort should be made to resolve the problem or complaint.
2. Any student, employee or other person with a complaint alleging a violation as described above shall promptly (within 3 days) notify, in writing or orally, the appropriate

coordinator designated below for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made. Written complaints should state the name, nature and date of alleged violation; names of persons responsible (where known), and requested action. The superintendent will be notified of all complaints of discrimination.

3. The appropriate coordinator shall have fifteen days to investigate the complaint, gather all information relevant to the made, review the information, determine the facts relating to the complaint, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complainant to assess the validity of the complaint, detailing any action to be taken in response to the complaint and the time frame in which such action will be taken. Copies of this response shall be furnished to the complainant and the superintendent. Files and records will be maintained in the office of each coordinator.
4. If the complainant is not satisfied with the resolution, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.
5. The Superintendent shall have fifteen days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.
6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within ten days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that the complaint be referred to the Board of Education.
7. Within thirty days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator, the response of the Superintendent and the response of the complainant. In the addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
8. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of

the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system. A record of complaints will be established and maintained for a period of not less than three years subsequent to the last documental action.

9. This procedure is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the Board of Education. This policy is not intended to provide an alternative process for resolving evaluation and employment mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated 20-2-940 through 947. The complainant retains at all times the right to contact the Office of Civil Rights, Washington, D.C. 20201, with regard to any allegations that the system has violated the statutes described above.
10. The School System shall be responsible for distributing and disseminating information relevant to this policy and procedures to students, applicants for employment and employees through appropriate procedures.