

Russell County Public Schools
Grievance Procedure for Sexual and
Disability Harassment/Discrimination

This Grievance Procedure is established to meet the requirements of Title IX, the Americans with Disabilities Act of 1990 (“ADA”) and Section 504 of the Rehabilitation Act of 1973. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of gender or disability in the provision of services, activities, programs, or benefits by the Russell County School Board (Also referred to in this grievance procedure as the “School Board” or “Russell County Public Schools”).

A. Reporting

The complaint should be reported as soon as possible but generally within fifteen (15) days of the occurrence. Form JB-R should be used for a report of discrimination and the form attached to policy GBA-JFGA (Report of Harassment) for a report of harassment. However, oral or other written reports will be accepted. Reports must contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible after the alleged violation to the building principal or:

Compliance Officer:
Director of Safety and
Emergency Management

OR

Alternate Compliance Officer:
Assistant Superintendent

Cathy Gent
RCPS, P.O. Box 8
Lebanon, VA, 24266
276-889-6550

Scotty Fletcher
RCPS, P.O. Box 8
Lebanon, VA, 24266
276-889-6522

Any complaint that involves the Compliance Officer(s) or Principal should be reported to the Superintendent.

B. Investigation

An investigation will be completed as soon as possible but generally not later than fourteen (14) school days after receipt of the complaint. Upon completion of the investigation, the Compliance Officer will issue a written report to the Superintendent.

C. Action by the Superintendent

Within five (5) school days of receiving the report, the Superintendent will issue a decision regarding (1) whether policy was violated and (2) what action, if any, should be taken.

D. Appeal

If the Superintendent determines no prohibited discrimination or harassment occurred, the finding may be appealed to the School Board within five (5) school days of receipt of the decision. The School Board will make a decision within thirty (30) calendar days.

E. Retaliation against students or school personnel who report discrimination is prohibited.

The full version of policies for sexual and disability harassment/discrimination can be found in the following documents, available on the Russell County Public Schools website at www.russell.k12.va.us

School Board Policies: GBA/JFHA, JB, and JB-R

Student Code of Conduct

Complaint Forms can be found in the following locations:

School Board Policy GBA/JFGA (Attached Form) Report of Harassment