

McNairy County School District Section 504/Title II Grievance Procedures

District Compliance Coordinators

Dr. Brian D. Jackson, Assistant Director of Schools/Supervisor of Instruction
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Procedures

Filing a Complaint — An employee who wishes to avail him(her)self of this grievance procedure may do so by filing a complaint with any district compliance coordinator at their respective offices. These procedures correspondingly address disability discrimination (including disability harassment) applicable to students, employees, and third parties. The complainant may request a compliance coordinator of the same sex. The compliance coordinator may assist the employee in filing a grievance. An alternative official may accept complaints where the complaint is against the person who normally receives them.

Investigation — The compliance coordinator will investigate the complaint or appoint a qualified person to undertake the investigation on his(her) behalf. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. The compliance coordinator shall file a written report within ten (10) days of the filing of the grievance, of his(her) findings with the director of schools. The director of schools shall keep the Board informed of all complaints.

Decision and Appeal — After receipt of the compliance coordinator's report, the director of schools shall render a written decision within five (5) days of the receipt of the report that shall be provided to the parties. If either party is not satisfied with the decision, the party may appeal the decision to the Board by making a written request to the complaint manager. The compliance coordinator shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board. Thereafter, the Board shall render within thirty (30) days from the date the appeal was received, review the report and affirm, overrule or modify the decision and render a written finding that shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a Board hearing.

Duties of the Compliance Coordinator

- A) Provide for an adequate, reliable, and impartial investigation of complaints, including the opportunity for the complainant and alleged perpetrator to present witnesses and other evidence.

- B) Provide assurance that remedial action necessary to address and resolve any found incident(s) of discrimination and to prevent the recurrence of any discrimination will be taken; such remedial action may include, as appropriate, counseling of the harasser as a means to prevent recurrence of future harassment, disciplinary sanctions, strategies to protect the individual subjected to the harassment and witness from retaliation, counseling for the victim of the harassment, other steps to address any impact on the victim of the harassment, witnesses and the broader student body, and any other necessary steps reasonably calculated to prevent future occurrences of harassment.

- C) Provide interim steps to insure the safety and well being of the victim and the school community.

- D) Provide notice to both parties of the outcome of the complaint investigation.

- E) Provide both parties the opportunity to appeal.