
Policy
Discrimination Complaints

The procedures contained in this policy will be followed when there is a complaint alleging a violation of the Cirrus Academy and Charter School's Board of Governance ("Board") policies on equal opportunity for employment.

I. DEFINITIONS

1. Discrimination Complaint: A written complaint alleging any policy, procedure, or practice which discriminates on the basis of race, color, national origin, religion, sex, age, handicap, disability, veteran status, or genetic information.
2. Employee Grievant: A n employee of Cirrus Academy and Charter School ("CACS") who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, handicap, disability, veteran status, or genetic information.
3. Title I X/ 504/ADA Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title I X of the Education Amendments of 1 9 72, Section 504 of the Rehabilitation Act of 1 9 73 , Americans with Disabilities Act (ADA) , and other state and federal laws addressing equal educational opportunity and employment. The Title I X/ 504/ADA Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings. The coordinator may designate another department administrator to coordinate the complaint process.
4. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
5. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays and holidays.
6. Board of Education or Governing Board: The terms as used hereof shall mean the Governance Board of Cirrus Academy and Charter School.
7. Supervising Administrator. The Principal or the Principal's assistant who is responsible for supervising and evaluating the employee (hereinafter referred to as Administrator).

II. PRE-FILING PROCEDURES

Prior to the filing of a written complaint, the employee is encouraged to visit with the coordinator and a reasonable effort be made to resolve the problem or complaint.

III.FILING AND PROCESSING DISCRIMINATION COMPLAINTS

1. Grievant: Submits written complaint to Title I X/ 504/ADA Coordinator stating: (1) name, nature, and date of alleged violation; (2) names of persons responsible (where known); and (3) requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available at the school office and in CACS policy.

2. Title IX/ 504/ADA Coordinator: Notifies respondent within 10 days and asks respondent to (1) confirm or deny facts; (2) indicate acceptance or rejection of student or employee's requested action; or (3) outline alternatives.
3. Respondent: Submits answer within 10 days to Title IX/ 504/ADA Coordinator.
4. Title IX/ 504/ADA Coordinator: Within 10 days after receiving respondent's answer, refers the written complaint and respondent's answer to the Administrator. The Title IX/504/ADA Coordinator also schedules a hearing with the grievant, the respondent, and the Administrator.
5. Administrator, Grievant, Respondent, and Title IX/ 504/ADA Coordinator: Hearing is conducted.
6. Administrator: Within 10 days after the hearing, issues a written decision to the employee, respondent and Title IX/504/ADA Coordinator.
7. Grievant or Respondent: If the grievant or respondent is not satisfied with the Administrator's decision, the grievant or respondent must notify the Title IX/504/ADA Coordinator within 10 days and request a hearing with the Superintendent.
8. Title IX/504/ADA Coordinator: Within 10 days of request, schedules a hearing with the grievant, respondent, Title IX/504/ADA Coordinator, and Superintendent.
9. Superintendent, Grievant, Respondent and Title IX/504/ADA Coordinator: Hearing is conducted.
10. Superintendent: Issues a decision within 10 days following the hearing.
11. Grievant or Respondent: If the grievant or respondent is not satisfied with the Superintendent's decision, the grievant or respondent must notify the Title IX/504/ADA Coordinator within 10 days and request a hearing with the Governance Board ("Board").
12. Title IX/504/ADA Coordinator: Notifies the Board within 10 days of receiving request. Title IX/504/ADA Coordinator schedules hearing with the Board. Hearing is to be conducted within 30 days from the date of notification to the Board.
13. Board of Education (or Hearing Panel established by the Board), Grievant, Respondent, and Title IX/504/ADA Coordinator: Hearing is conducted.
14. Governance Board: Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

IV. GENERAL PROVISIONS

1. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be no more than 80 .
2. Access to Regulations: CACS shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, handicap, disability, veteran status, or genetic information upon request of the grievant.

3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information or unless the Board is required to provide copies of the documents under the open-records laws of the State of Georgia. No complaint record shall be maintained on file for three years after complaint resolution.