

A POLICY STATEMENT OF  
THE HANCOCK COUNTY BOARD OF EDUCATION  
New Cumberland, West Virginia 26047

**RESOLUTION OF DISCRIMINATION COMPLAINTS**

**Grievance Procedure**

Any employee of the Hancock County Board of Education who believes s/he has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity on the basis of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 in violation of Hancock County policies, may file a written complaint with a compliance administrator, the Director of Student Services or the Director of Special Education.

**Informal Procedure**

The complainant shall discuss the concern with a compliance administrator, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) school/business days. If this reply is not acceptable to the complainant, s/he may initiate formal procedures according to the steps listed below.

**Formal Grievance Procedure**

- Step 1: The complainant shall prepare and sign a written statement of the grievance. The grievance shall be presented to a compliance administrator within five (5) school/business days of receipt of the written reply to the informal complaint. The compliance administrator shall further investigate the grievance and reply in writing to the complainant within ten (10) school/business days.
- Step 2: If the complainant wishes to appeal the decision of the compliance administrator, s/he may submit a signed statement of appeal to the Hancock County Schools' Assistant Superintendent within five (5) school/business days after receipt of the compliance administrator's response to the grievance. The Assistant Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) school/business days.
- Step 3: If the complainant remains unsatisfied, s/he may appeal through a signed, written statement to the Hancock County Board of Education within five (5) school/business days of his/her receipt of the Assistant Superintendent's response to Step 2. In an attempt to resolve the grievance, the Board shall meet with the concerned parties and their representatives at the next regular Board meeting or within fifteen (15) school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerning party within ten (10) school/business days of this meeting.
- Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made within 30 days to the West Virginia Human Rights Commission, 1321 Plaza East, Suite 108A Charleston, WV 25301, or other appropriate state or federal human rights agencies.

**Maintenance of Grievance Records**

The Assistant Superintendent shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records shall include:

1. The name of grievant or complainant and his/her title or status.
2. The date of the grievance was filed.

3. The specific allegation made and any corrective action requested by the grievant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial

Date Adopted: 11/23/15  
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Date Reviewed:

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