

School Board of the City of Hampton

Grievance Procedures for Students/Parents/Guardians Alleging Harassment or Discrimination based on Disability or Harassment based on Sex

Informal and Formal Grievance Procedures have been established to meet the requirements of Title IX, the ADA, the ADAAA and Section 504 of the Rehabilitation Act of 1973. The Grievance Procedures may be used by any student or a parent or guardian on behalf of the student who wishes to file a complaint alleging discrimination on the basis of disability or sex in the provision of services, activities, programs or benefits by the School Board of the City of Hampton (“HCS”). Employment-related complaints alleging harassment based on sex or harassment based on disability or protected group status are governed by School Board Human Resources’ Grievance Policies GBAB-R and GBA-R.

The Informal Procedure to resolve the allegations of a complainant may be arranged between the complainant and the person(s) allegedly responsible for the harassment/discrimination. This method may include a meeting of the parties, mediation, or other means to resolve the allegations with the assistance of a counselor, teacher, or other school or HCS staff. The informal procedure may be abandoned at any time in favor of the initiation of formal procedures.

The complainant wishing to utilize the Formal Procedure should provide the information regarding the alleged harassment or discrimination in writing to the building administrator, or other HCS staff to be forwarded to the Compliance Officer. Written complaints are preferred; however oral complaints shall also be accepted.

The complaint should be submitted by the claimant within fifteen (15) days of the alleged incident or as soon as possible thereafter to the building administrator or the Compliance Officer:

Director of Special Education
1 Franklin Street
Hampton, VA 23669
(757) 727-2400

The Compliance Officer will acknowledge receipt of the complaint within three (3) school days. Within fifteen (15) school days after receipt of the complaint, the Compliance Officer will authorize an investigation. Upon completion of the investigation, the Compliance Officer will issue a written report to the Superintendent. The Superintendent will issue a decision within ten (10) school days of receiving the Compliance Officer’s report.

If the complainant is not satisfied with the Superintendent’s decision, an appeal may be filed with the School Board within five (5) calendar days of receiving the decision. Within thirty (30) days of receiving the record, the School Board will render its decision, with the option of a thirty (30) day extension as determined by the Chair.

The full version of the Grievance Procedure is contained in School Board Policy JBAA,
<http://www.boarddocs.com/vsba/hampton/Board.nsf/Public>

**HAMPTON CITY SCHOOLS
STUDENT COMPLAINT OF 504 DISCRIMINATION**

Name of Complainant: _____

Student's School and Class: _____

Address: _____

Email Address: _____ Phone Number(s): _____

Name(s) of Parent/Legal Guardian: _____

Address(es): _____

Email address(es): _____ Phone Number(s): _____

Dates of Alleged Discrimination: _____

Names of the persons you believe discriminated against you or others:

Please describe in detail the incidents of alleged discrimination, including where and when the incidents occurred. Please name any witnesses that may have information regarding the alleged discrimination. Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant _____ Date _____

Complaint Received By: _____ Date _____
Compliance Officer