

**ADMINISTRATOR RESPONSIBILITY**

The building administrators and district administrators (department head) are directly responsible to insure that all students are afforded equal access to educational programs, school sponsored activities, athletic programs, and other such programs or events for which legal guidelines do not eliminate participation.

Specifically, the following guidelines must be adhered to:

1. All courses/programs of study are available to all students on an equal basis, with prerequisite requirements, if any, which do not discriminate on the basis of sex, age, race, handicap, religion or national origin.
2. All athletic events should be open to all students who meet the established requirements, with said requirements not discriminating on the basis of sex, age, race, handicap, religion, or national origin.
3. Admission to facilities should be open to all eligible persons on an equal basis with no discrimination based on sex, age, race, handicap, religion, or national origin.
4. Publications related to programs, activities, registration for courses, applications for participation, etc., should be clearly state that participation is encouraged on an equal basis for qualified persons without regard to sex, age, race, handicap, religion, or national origin. These publications should outline grievance procedures and contact persons.

**GRIEVANCE PROCEDURES**

If a student or other person feels he or she is being denied an opportunity for educational programs or activities or admissions to facilities operated by the Columbia County Board of Education, the student or other person should follow the procedures outlined here.

The Superintendent of Schools has appointed the following staff members to coordinate all aspects of compliance with the indicated acts:

Associate Superintendent of Student Learning  
Columbia County Board of Education  
4781 Hereford Farm Road  
Evans, Georgia 30809  
(706) 541-0650

Title VI of the Civil  
Rights Act of 1964  
(Amended 1974)  
Title VII of the Civil  
Rights Act 1964 (Amended 1974)

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Deputy Superintendent  
Columbia County Board of Education  
4781 Hereford Road  
Evans, Georgia 30809  
(706) 541-0650

Gender Equity in Sports

Deputy Superintendent  
Columbia County Board of Education  
4781 Hereford Farm Road  
Evans, Georgia 30809  
(706) 855-2503

Title IX of the  
Education Amendments  
of 1972  
Age Discrimination Act of 1967

Director of Special Services  
Department of Special Services  
4781 Hereford Road  
Evans, Georgia 30809  
(706) 868-5715

Section 504 of the Rehabilitation  
Act of 1973  
  
Americans with Disabilities Act  
of 1992

The principal is responsible for discussing any complaints a student or other person may have and will assist the person in filing the complaints through the proper channels.

The following procedures shall be utilized by employees and students in filing the complaints against the school district.

1. The employee or student shall submit a written statement to the coordinator describing the practice or action believed to be prohibited by the provisions of the law.
2. Upon receipt of a written complaint, the coordinator shall investigate the allegation to determine if the district is in noncompliance.
3. When violations are found to exist, the coordinator shall confer with the appropriate school personnel to determine the most appropriate course of action to correct the situation. Such action will then be submitted to the superintendent for approval.
4. Upon securing the superintendent's approval, the coordinator shall supervise the administration of the new procedures and communicate the response to the employee or student who initiated the complaint.
5. Should the coordinator fail to agree, the complainant has the right to appeal to the superintendent. Should the superintendent fail to agree, the complainant has the right to appeal to the Columbia County Board of Education.

Should the Board of Education fail to agree, the complainant may appeal to the Office for Civil Rights, Department of Health, Education and Welfare.

**ADOPTED: 9/8/87**

**REVISED: 8/7/00**

**Columbia County Board of Education**

