

## STUDENTS

A. Generally

All appeals, as referred to in Policy 7-6, should be handled initially by the principal. If the appeal is not concluded at that level, the principal should direct the person to the superintendent or his designee for further action. The appeal may be ultimately heard by the school board.

B. Student Complaints Under Title IX

Complaints concerning discrimination on the basis of sex may be made by citizens of the City of Lynchburg acting on behalf of students as well as by students and parents.

The procedures outlined below for complaints by students pertaining to alleged sex discrimination shall be followed in all instances for which an appeals process is required:

Step 1

The principal or his/her designee shall meet with a student and/or parent or complainant within three school days of receipt of the complaint. The principal shall and the complainant may notify the Title IX coordinator of those complaints concerning alleged sex discrimination.

Step 2

A parent, student or complainant who desires a meeting with the Title IX coordinator to appeal a complaint not resolved at Step 1 must do so in writing within five school days following the conference at Step 1. The Title IX coordinator shall hold a meeting within ten school days of receipt of the written complaint. Any participant in this meeting may bring one additional person of his/her choosing. The Title IX coordinator may request that the principal attend the meeting. Within five school days following the meeting, the Title IX coordinator will provide all complainants and the principal a copy of the letter summarizing the meeting and any decisions or recommendations made.

Step 3

A parent who wishes to appeal to the division superintendent a decision made at Step 2 must do so in writing within five school days following receipt of the summarizing letter of Step 2. The principal may at the discretion of the division superintendent and the Title IX coordinator, in all instances of alleged sex discrimination, attend meetings scheduled at Step 3. The principal and all participants shall receive a copy of the decision made at Step 3 in writing from the division superintendent within ten school days following the meeting.

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Student/Parent/Guardian Appeals (continued)Step 4

If the action of Step 3 fails to resolve the complaint to the satisfaction of the affected party, the complainant, may, within five school days, submit in writing such complaint to the school board for resolution.

The board shall review the complaint and hold a hearing, if necessary, no later than the next regular meeting date. The board will reply to the complainant in writing within fifteen school days thereafter and the decision of the board will be final.

Approved by School Board: August 1, 1976