

Kanawha County Schools
CIVIL RIGHTS COMPLAINT PROCEDURE

ANY PERSON ALLEGING DISCRIMINATION BASED ON RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY, HAS THE ***RIGHT TO FILE A COMPLAINT*** WITHIN 180 DAYS OF THE ALLEGED DISCRIMINATORY ACTION. UNDER SPECIAL CIRCUMSTANCES THIS TIME LIMIT MAY BE EXTENDED BY OFFICE OF MINORITY AFFAIRS.

ALL COMPLAINTS, WRITTEN OR VERBAL, SHALL BE ***ACCEPTED BY THE DESIGNATED PERSON*** AT THE SCHOOL AND THE KANAWHA COUNTY BOARD OF EDUCATION OFFICE AND THEN FORWARDED TO THE WEST VIRGINIA DEPARTMENT OF EDUCATION. IT IS NECESSARY THAT THE INFORMATION BE SUFFICIENT TO DETERMINE THE IDENTITY OF THE AGENCY OR INDIVIDUAL TOWARD WHICH THE COMPLAINT IS DIRECTED, AND TO INDICATE THE POSSIBILITY OF A VIOLATION. ANONYMOUS COMPLAINTS SHALL BE HANDLED AS ANY OTHER COMPLAINT. IF AN OFFICIAL COMPLAINT FORM IS AVAILABLE, PLEASE UTILIZE.

IN THE EVENT THAT A COMPLAINANT MAKES THE ALLEGATION VERBALLY OR THROUGH A TELEPHONE CONVERSATION AND REFUSES OR IS NOT INCLINED TO PLACE SUCH ALLEGATIONS IN WRITING, THE PERSON TO WHOM THE ALLEGATIONS ARE MADE SHALL WRITE UP THE ELEMENTS OF THE COMPLAINT FOR THE COMPLAINANT. EVERY EFFORT SHOULD BE MADE TO ***HAVE THE COMPLAINANTS PROVIDE THE FOLLOWING INFORMATION:***

- NAME, ADDRESS AND TELEPHONE NUMBER OR OTHER MEANS OF CONTACTING THE COMPLAINANT.
- THE SPECIFIC LOCATION AND NAME OF THE ENTITY DELIVERING THE PROGRAM SERVICE OR BENEFIT.
- THE NATURE OF THE INCIDENT(S) OR ACTION(S) THAT LED THE COMPLAINANT TO FEEL DISCRIMINATION WAS A FACTOR.
- THE BASIS ON WHICH THE COMPLAINANT FEELS DISCRIMINATION EXISTS (RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY, OR RETALIATION).
- THE NAMES, TITLES AND ADDRESSES OF PERSONS WHO MAY HAVE KNOWLEDGE OF THE DISCRIMINATORY ACTION(S).
- THE DATE(S) DURING WHICH THE ALLEGED DISCRIMINATORY ACTION OCCURRED, OR IF CONTINUING, THE DURATION OF SUCH ACTIONS.

**PERSON DESIGNATED TO RECEIVE CIVIL RIGHTS COMPLAINTS
FOR All Kanawha County School:**

Diane M. Miller; Executive Director of Child Nutrition

**PERSON(S) DESIGNATED TO RECEIVE CIVIL RIGHTS COMPLAINTS
FOR (Name of County) BOARD OF EDUCATION:**

Dr. Thomas Williams, Deputy Superintendent

This institution is an equal opportunity employer and provider.